



## POSITION DESCRIPTION

### Organisational Strategic Direction

**Position Title: Children's Services Casual**

**Location: Children's Services**

Position Number	SP-LC-107/03
Grade	1 (HCC)
Reports To	Centre Director
Division	Children's Services
Hours	Casual as required
Award	Local Government (State) Award
Budget	Nil
Staff Responsibility	Nil

### Vision

Empowering today's children to become tomorrow's future.

### Mission

Cumberland Council Children's Services is committed to educate and nurture children from all communities to be respectful, resilient and confident by providing an environment that is accepting, safe and inspiring.

### Position Purpose

To assist in the delivery of an innovative and educational program that provides a warm and caring environment that enriches and enhances the children's lives and compliments their families' beliefs.

#### 1. Selection Criteria

##### *Essential Criteria:*

- 1.1 Drivers Licence and Reliable vehicle, suitable for transporting children  
**(Essential in OOSH Only)**
- 1.2 Valid Working with Children Check Clearance Number
- 1.3 Proven skills and experience in the following areas

- 1.3.1 Child care and education
- 1.3.2 Customer service
- 1.3.3 Communication skills in written and oral format
- 1.3.4 Computer operating systems
- 1.3.5 Effective time management and organisational skills

*Desirable Criteria:*

- 1.4 First Aid Certificate
- 1.5 Class LR Drivers licence (Mini bus)
- 1.6 Experience in working in local government
- 1.7 Ability to work in a team environment with minimal supervision
- 1.8 A solid understanding of relevant legislation
  - 1.8.1 Work, Health and Safety Legislation (WH&S) – formerly OH&S
  - 1.8.2 Equal Employment Opportunities (EEO)
  - 1.8.3 Child Protection Legislation
  - 1.8.4 National Quality Framework (NQF)
    - National Quality Standards (NQS)
    - My Time Our Place (School Aged Framework)
    - Education and Care Services National Regulations
    - Early Years Learning Framework (EYLF)

## **2. Key Relationships**

As a Casual you will develop key relationships with Children's Services Staff, other Council staff, children and their families.

## **3. Principal Responsibilities**

### **3.1 Legislation, Compliance & Reporting**

Assist in implementing the daily program in line with NQF including children's journals and developmental records.

Ensure compliance with Road Safety and parking rules when transporting children.

Complete all relevant reports and drills in relation to incidents of concern, evacuations, accidents and maintenance requirements.

Maintain a clean and safe environment for the children.

Report to the Coordinator/Centre Director on the day to day operation of the centre, NQF, training required, staffing requirements, Families/Educators in Partnership event ideas, maintenance issues and parent/ client needs.

### **3.2 Program**

Ensure the quality care and well-being of each individual child, accept each child as an individual and work towards developing the child to his/her maximum potential, provide positive guidance and encouragement toward acceptable behaviour.

Ensure the dignity and rights of each child being educated and cared for by the service are maintained at all times.

Create an environment where the children have the opportunity to become self-reliant and to develop self-esteem.

Interact with the children and families to ensure all ideas and concerns are being discussed and their requirements are being met and that all have a voice in relation to the development of the centre and the program.

To model a positive attitude of learning and curiosity about different ways of doing things; show a readiness to learn and discuss new ideas; maintain a creative approach to teaching.

To support the team in providing transport to children in a safe and secure environment.

To provide quality child care which includes planning and implementing a balanced program which is stimulating, interesting and exciting so the children will be given opportunities to explore and develop new skills.

Assist in maintaining children's journals and developmental records when required.

### **3.3 *Effective Communication & Relationship Building***

Develop relationships with children, families and staff.

Be knowledgeable about the surrounding community know about services available and how they can be of assistance.

To share positive information about the child with his/her parents.

To maintain confidentiality in relation to staff, children and family matters.

### **3.4 *Business Management***

To be willing to participate in meetings, fundraising, conferences and training courses where appropriate.

To report incidents of concern to your direct supervisor and fill out the required forms i.e. accidents and maintenance requirements.

The management and administration of Children's Services is located in the Council Chambers at 16 Memorial Avenue, Merrylands in addition there are 17 Children's Services centres located across Cumberland educating and caring for children from birth to thirteen (0-13) years of age. You may be required to work at any of these locations at any time.

If your position is fixed term Council cannot give any undertaking as to continued employment on conclusion of the fixed term contract, if you have been appointed permanently then this clause does not apply.

Each centre varies with relation to the operating hours therefore you would be required to work on a roster between 6am and 6pm, this could include split shifts, if part time you could be required to work more than your normal number of hours at your ordinary hourly rate up to a maximum of 35 per week.

To assist in the preparation of daily programs.

Attend if requested specific meetings that target areas such as NQF, computers, nutrition, Children's week, PHR – Language and Literacy, Child Protection Week, Families week, Book Week and Children with Additional needs.

Promote children's services to families and the wider community inform them of the benefits and variety of children's services.

#### **4. Risk Management**

##### ***Worker Risk Responsibilities***

Staff are required to act at all times in a manner which does not place at risk the health and safety of themselves or any other person in the workplace.

Staff should provide input into various risk management activities.

Staff are responsible and accountable for taking practical steps to minimise Council's exposure to risks including contractual, legal and professional liability in so far as is reasonably practicable within their area of activity and responsibility.

#### **5. Work Health Safety**

##### ***Worker WHS Responsibilities***

Comply with all Council safe work policies and procedures and any reasonable safety instructions given by your Manager or supervisor.

Work with due care and consideration to safeguard your own health and safety and the health and safety of others and report any potential hazards, incidents or injuries to your manager/supervisor.

Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with Work Cover requirements.

Participate and assist in achieving set WHS targets and target completion times.

Support Rehabilitation in the workplace.

Attend all relevant safety training and information sessions provided.

#### **6. Energy & Water Commitment Statement**

##### ***Employees' Responsibilities***

Staff are responsible for taking practical steps to reduce Council's energy and water use within their activity and responsibility.

#### **7. Child Related Position**

This position is designated as child related. Applicants will need to provide suitable identification and personal details and a valid *Working with Children Check Clearance* Number must be submitted with your application. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.

**8. Record Keeping**

To accept and undertake the requirements and obligations for effective recordkeeping as outlined in the document 'What have records got to do with me?' and to ensure the creation, careful handling and preservation of records which are entrusted to my care, as an employee of council.

**9. Signatories**

I agree this position description accurately reflects the duties and responsibilities of my role:

Name: .....

Sign: .....

Date: .....