

POSITION DESCRIPTION

Position Title	Child Care Aide	
Directorate	Community and Engagement	
Section / Location	Children and Family Services	
Responsible to	Centre Coordinator / Nominated Supervisor	
Position Supervises	Direct: n/a Indirect: n/a	
Position No.	Various	Service Centre Grade: 4A - 4E
Award Band & Level	Band 2, Level 1	
Allowances	n/a	
Status and Hours	Permanent position, may be available at full time or part time	
Legislative requirements	Working with Children Check	
Date reviewed: February 2017		Reviewed by: Children's Services Management Team

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 sq km and employs 1,250 people.

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

Early Childhood Education staff are accountable for assisting the Co-ordinator in the day to day running of the child care service and for assisting in overseeing the planning, programming and implementing of a caring learning environment for the children and for ensuring that the needs of the parents are adequately met.

SELECTION CRITERIA

The Inner West Council has a strong commitment to the principles of EEO, WHS and Sustainability. We value excellence, customer focus, creativity, collaboration, integrity and respect. All employees are expected to demonstrate commitment to these principles in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria:

1. 2 year TAFE Diploma of Children's Services or equivalent.
2. Centre based child care experience.
3. Ability to plan and implement developmentally appropriate and interest based programmes for individual children and groups of children.
4. Demonstrated knowledge of Child Development.
5. Knowledge of positive behaviour management and guidance techniques and strategies for children.
6. Knowledge of Quality Framework including National Quality Standards and the National Quality Framework including National Education and Care Services Regulations.
7. Ability to provide customer service and communicate and interact effectively with children, parents and staff.
8. Hold a Supervisor Certificate under the National Education and Care Services Regulations
9. Knowledge and understanding with a commitment to implement EEO & WH&S principles.
10. To demonstrate an awareness and maintain a high standard of quality customer service to which Leichhardt Council is committed; providing accurate information in a prompt and courteous manner.
11. Must meet Child Protection Act requirements and hold a current NSW Working with Children Check clearance.
12. Current First Aid Certificate, Anaphylaxis and Asthma Management certificate

Desirable Criteria:

13. Identify and Respond to Children at Risk of Harm Statement of Attainment
14. Practical experience in incorporating the Early Years Learning Framework
15. Statement of Attainment in Nutrition and Menu Planning (HLTNA302B) and Safe Food Handling (THHGHs01B)
16. Knowledge of a Second Language

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:
SCHEDULE OF DUTIES:

a) Ensure a learning environment by:

1. Developing programs with input from other staff and parents to meet the physical emotional, social and intellectual needs of the children.
2. Identifying the children's needs through observation and maintaining individual development records as a basis for planning and evaluation.
3. Providing a stimulating and comfortable learning environment for the children which encourages independence.
4. Developing and carrying out appropriate positive behavioural guidance strategies and procedures in consultation with the Co-ordinator.
5. Assisting in the day to day management of the Centre, as required by the Centre Co-ordinator.
6. Assume the role and responsibilities of Educational Leader when requested by the Centre Co-ordinator and/or Manager, Children's Services
7. Assume the role and responsibilities of Room/Team Leader when requested by the Centre Co-ordinator and/or Manager, Children's Services
8. Carrying out the role and responsibility of Certified Supervisor and/or Responsible Person on Premises as identified in the National Education and Care Services Regulations if so delegated as required when the Co-ordinator is off the premises.

b) Provide quality care by:-

1. Constantly interacting with children in a positive manner.
2. Being pro-active in providing a safe, non- threatening environment.
3. Provision of age appropriate activities.
4. Observing each child's individual needs and behaviours on an ongoing basis.
5. Ensuring a comfortable, inviting, stimulating, caring and safe environment is maintained.
6. Promoting children's understanding and acceptance of people with colour, language, cultural background, gender and physical ability different from their own.
7. Treating each child as an individual and responding to their needs accordingly.
8. Promoting play activities which support the social, emotional, physical and intellectual development of each child.
9. Using positive techniques of guidance and redirection and reinforcement with children to assist them to manage their behaviours and the behaviour of others.
10. Developing routines to ensure smooth transitions from one activity to another.
11. Assisting in preparation and maintenance of resources to provide learning experiences.

c) Provide appropriate physical care by:-

1. Fostering good nutritional values and a calm environment at mealtimes.
2. Contributing ideas to menu/nutrition planning.
3. Ensuring children maintain a reasonable standard of personal hygiene.
4. Changing nappies as required, according to Centre procedures.
5. Applying sunscreen to children as required throughout the day
6. Contributing to centre tidiness/cleanliness as part of the daily routine.
7. Ensuring children are calm and purposeful at transition times.
8. Responding to illness, accidents and emergencies according to the services policy guidelines.
9. Closely monitoring assigned children on excursions.
10. Checking the playground each day for noxious/dangerous/ inappropriate items.
11. Following Council's policies and procedures to prevent the spread of infection.
12. Following Council's policies and procedures to prevent back injury
13. Assisting centre Supervisors to secure the building before leaving the premises.

d) Contribute to the smooth functioning of the centre by:-

1. Reading and implementing Council's Child Care Policies and Procedures.
2. Accurately recording telephone messages as required.
3. Answering waiting list inquiries appropriately.
4. Suggesting ways to improve the centre's function.
5. Attending and contributing in staff meetings, workshops and in-services as provided.
6. Assisting casuals/students/new staff to follow procedures ie. behaviour guidance, play activities, appropriate language etc., and service routines.
7. Demonstrating initiative and flexibility in undertaking tasks.
8. Assisting Centre Co-ordinator with supervision of staff and educators by supporting and mentoring other members of staff
9. Accepting and giving advice and being open to new ideas and sharing materials and information.
10. Contributing to the maintenance of good staff relations, by sharing equally in the work load and being flexible in the rotation of centre shifts.
11. Maintaining regular attendance and informing the centre Supervisor as soon as possible of illness so that casual staff can be employed.

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12. Demonstrating confidentiality, as outlined in Council's child care policies.
13. Liaising positively with parents and families regarding the children's day to day activities.
14. Referring parents to the Co-ordinator regarding children's issues that are other than routine.
15. Engage in on going staff development to improve personal and professional skills.
16. Conducting self in an ethical and professional manner at all times
17. Conducting other projects/duties as required by the service Co-ordinator and/or Manager, Children's Services.

KEY RELATIONSHIPS:

Internal: Children Services Educators, Centre Coordinators, Group Manager, grounds and maintenance staff

External: Parents, suppliers, referral support services

INHERENT PHYSICAL REQUIREMENTS

Functional requirements:

1. Ability to walk on various surfaces this can include at times wet floors.
2. Ability to bend, squat and kneel for long periods of times.
3. Ability to lift and carry varied weights frequently
4. Ability to perform repetitive tasks with upper limbs.
5. Ability to stand for prolonged periods, intermittently for up to 6-7 hours a day

Physical Attributes:

1. Possess good special perceptive and balance.
2. Possess good fine motor skills to operate equipment.
3. Full functional use of shoulders, arms, wrists and hands.
4. Full functional use of lower back, hips, knees and ankles.
5. Possess grip strength
6. Full range of movement of the neck
7. Ability to tolerate the outdoor environment (heat, cold, wet, humidity)

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY

LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation 	<ul style="list-style-type: none"> Conformance to WH&S policy and procedures Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
<ul style="list-style-type: none"> Taking reasonable care for their own Health and Safety as well as that of others 	<ul style="list-style-type: none"> Use of SWMS and Standard operating procedures
<ul style="list-style-type: none"> Having an understanding of the Health and Safety requirements associated with their employment 	<ul style="list-style-type: none"> Training records
<ul style="list-style-type: none"> Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible; 	<ul style="list-style-type: none"> Hazard identification reports Workplace inspection reports
<ul style="list-style-type: none"> Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. 	<ul style="list-style-type: none"> PPE maintenance records Knowledge and use of Standard operating procedures
<ul style="list-style-type: none"> Working in accordance with relevant competency standards 	<ul style="list-style-type: none"> Training records. Supervisor site inspection records
<ul style="list-style-type: none"> Knowledge of WH&S and related legislation within scope of job description 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the
Child Care Aide as detailed in this document.

Signature:

Date: / /

Child Care Aide