



LEICHHARDT MUNICIPAL COUNCIL POSITION DESCRIPTION

TITLE:	CHILD CARE AIDE
DIVISION:	INFRASTRUCTURE AND SERVICE DELIVERY
SECTION:	CHILDREN'S SERVICES
POSITION REPORTS TO:	CENTRE CO-ORDINATOR
REPORTS TO THIS POSITION:	NIL
SALARY RANGE:	4A to 4E
DATE LAST REVIEWED:	JUNE 2015

1. **PERSON SPECIFICATION:** QUALIFICATIONS, SKILL, EXPERIENCE

ESSENTIAL:

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:

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

2. PRINCIPAL ACCOUNTABILITY:

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.

3. 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 of Educational Leader when directed by the Centre Co-ordinator
7. Carrying out the role and responsibility of Certified Supervisor 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 other members of staff by accepting and giving advice and being open to new ideas and sharing materials and information.

9. Contributing to the maintenance of good staff relations, by sharing equally in the work load and being flexible in the rotation of centre shifts.
10. Maintaining regular attendance and informing the centre Supervisor as soon as possible of illness so that casual staff can be employed.
11. Demonstrating confidentiality, as outlined in Council's child care policies.
12. Liaising positively with parents and families regarding the children's day to day activities.
13. Referring parents to the Co-ordinator regarding children's issues that are other than routine.
14. Engage in on going staff development to improve personal and professional skills.
15. Conducting self in an ethical and professional manner at all times
16. Conducting other projects/duties as required by the service Co-ordinator and/or Manager, Children's Services.

POSITION DESCRIPTION ATTACHMENT

EMPLOYEE

WORK HEALTH AND SAFETY

All employees of the Leichhardt Municipal Council are required to participate in the Council WH&S Management Program.

Specifically, this means performing your work in a safe manner and monitoring your workplace for hazards or risks. You must take reasonable care for your own health and safety and for those who may be affected by what you do or fail to do in the workplace.

You must cooperate with actions taken by the Council to comply with WH&S legislation and not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety and welfare.

RISK MANAGEMENT OF LEICHHARDT MUNICIPAL COUNCIL ASSETS

All employees of the Leichhardt Municipal Council are accountable for the management of risk within their own areas of responsibility. Risk includes, but is not limited to:

- Injury to persons or damage to the property of members of the community.
- Environmental risks.
- Damage or unauthorized entry to the Council's buildings and damage to its equipment.
- Loss of the Council's reputation as a good corporate citizen.

To assist you in meeting this responsibility the following policies and procedures have been established which you are required to familiarize yourself with and observe:

- The Risk Management Policy located on the Leichhardt Municipal Council intranet.

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