



Position Description

Role: Children and Families Services Assistant - Casual
Department/Section: Community Development/Community Services
Reports to: Community Development Officer – Children and Families
Responsible for: Nil

WORKING AT MOSMAN COUNCIL

Members of the Mosman Council staff team are expected to be:

- Ethical
- Excellent communicators
- Committed to customer service
- Technically and professionally competent, with a pride in keeping their knowledge current
- Focussed on solutions
- Team players

MAIN PURPOSE

The facilitation of programs in particular playgroups, activities and events in accordance within relevant legislative and regulatory requirements.

KEY RESPONSIBILITIES

- Contribute to the day-to-day operations of Council's Children and Families Services programs and work co-operatively with staff to provide quality experiences for children and young people
- Contribute to the planning, running and evaluation of playgroups
- Support the Community Development Officer – Children and Families to market and promote activities and programs such as playgroups
- Contribute to creating a safe space for play and development to allow children to connect with their parents and community through activities and programs in particular playgroups
- Under the guidance of the Community Development Officer to ensure adherence to legislative and regulatory requirements such as National Quality Standards, Children and Young Persons (Care and Protection) Act 1998 and Child Safe Standards
- Engage in developmentally appropriate interactions with children
- Display objectivity and confidentiality in dealing with children and their families
- Maintain a professional approach that reflects a positive image to the community and role model appropriate behaviour to children
- Maintain facilities and resources and ensure hygienic environments and practices
- When working with children and their families, provide appropriate support, information, and referral where appropriate
- Promptly and accurately register incoming correspondence and information that requires an action or represents official business into Council's electronic Corporate Information Management System (ECM) in accordance with approved protocols and standards
- Ensure all work is carried out in accordance with legislative, industrial and Council policy requirements and standards in the area of Equal Employment Opportunity
- Act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions and comply with our Code of Conduct and Prevention of Fraud and Corrupt Conduct Policy
- Other duties may be allocated by the Supervisor or Manager as required

WORK HEALTH AND SAFETY RESPONSIBILITIES

As an employee of Mosman Council you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as you are reasonably able, with any reasonable instruction that is given by Mosman Council (to comply with its responsibilities under the *WHS Act*)
- Co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers
- Participate in training, emergency response rehearsals and reviews
- Keep the workplace safe, clean and tidy
- Cooperate with safe work method statements, standard operating procedures and controls
- Report all incidents, near misses and injuries
- Report hazards
- Undertake rehabilitation and return to work program requirements, where required
- Wear and maintain provided Personal Protective Equipment (PPE)
- Cooperate with Site Safety Rules
- Actively participate in any other safety activities

SKILLS AND COMPETENCIES - Selection Criteria

Essential

- Certificate 3 in early Childhood Education and Care or a related field
- Demonstrated experience working with children and families in a professional context
- Demonstrated ability to establish positive rapport with children, young people, and their families
- Demonstrated ability to positively contribute in a team environment
- Good interpersonal and communication skills, including conflict resolution and negotiation
- Awareness of current issues impacting children and their families
- Working with Children Check Clearance
- Current first aid certificate
- Asthma and anaphylaxis certification
- Valid COVID-19 vaccination certificate

Conditions of Employment

Mosman Council operates under the *Local Government (State) Award 2020*.

Hours:	Casual as required across a 7 day spread of hours
Status:	Casual
Qualifications:	Min. Certificate III in Early Childhood Education and Care or a related field
Experiences:	Demonstrated experience working with children or young people in a professional context
Commencing Salary / Range:	Group C Council Salary System plus Superannuation Band 1, Level 3
Position Approved By:	Director Community Development
Approved Date:	May 2022

Employee only:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed).....

Employee's Signature Date.....