

Family Day Care

Prospective Educator Role Description

Role title:	Family Day Care Educator
Service:	Merri-bek Family Day Care
Category:	Contractor Self-Employed Registered with Moreland City Council Family Day Care
Contracts Available:	Full time Part time A minimum 12-month commitment Minimum 3 days per week
Monitoring and Support	Provided by Coordination Unit
Relationships	Children Families Coordination Unit staff Other FDC Educators Service agencies and organisations as referred Department of Education and Training (DET – State Government) Department of Education, Skills and Employment (DESE – Australian Government)

D22/516220

Aims of the role

Family Day Care is an approved service by the Victorian Department of Education and Training. The Family Day Care Educator is to work within Australian and State Governments and Service guidelines to:

1. Provide quality home-based childcare and education to children enrolled in the Family Day Care service.
2. Plan, deliver and evaluate a program that ensures the interests and needs of the children in care are met.
3. Provide a safe and healthy environment, supporting the well-being of children.
4. Contribute to the ongoing assessment and continuous improvement of the Family Day Care Service.

Roles and Responsibilities

1. Children

- 1.1 To use an approved learning framework to guide the development, implementation and reflection on a program based on interests and abilities of each individual child.
- 1.2 Ensure a varied program is offered to all children on a consistent basis.
- 1.3 Provide a care and education environment which is safe and hygienic, including ensuring children are always closely supervised.
- 1.4 To always use positive guidance techniques with children.
- 1.5 Ensure that all meals and snacks served to children are varied, nutritionally adequate, culturally appropriate and served at regular intervals as well as ensuring drinking water is always available.

2. Administration

- 2.1 Conduct all duties in accordance with the relevant legislation, the Educator Agreement and Service Policies and Procedures.
- 2.2 Provide the tools required to administer the service including a printer, scanner, mobile phone, computer or tablet device and demonstrated skill in using these.
- 2.3 Comply with administration requirements of the service, including the use of Harmony for Educators and payment of the associated subscription.
- 2.4 Maintain accurate records for each child including attendance, accidents, injuries, illness and trauma, administration of medication and routine outings and excursions.
- 2.5 Document the program and children's learning and development and ensure this is available to families, staff and authorised officers.

2.6 Participate in ongoing quality service improvement processes and provide input into the service Quality Improvement Plan.

2.7 Maintain all health and safety requirements.

2.8 Work closely with the Coordination Unit and accept support and guidance as required.

3. Interpersonal Skills

3.1 Communicate effectively with children, families, Coordination Unit staff and other professionals.

3.2 Work with families in the best interest of each child.

3.3 Communicate to families about their child's day, the program, policies and procedures and encourage their participation and involvement.

3.4 Manage sensitive matters professionally

4.1 Participation in professional development and network meetings.

4.2 Commitment to and maintenance of confidentiality at all times.

4.3 Undertake and participate in the Self-Assessment and Review process including a professional development plan.

4.4 Sensitivity to the individual needs of differences of children and families.

4.5 Work collaboratively with the Coordination Unit.

4.6 Develop collaborative partnerships with families, the Coordination Unit and within the community

4 Professionalism

4.1 Participation in professional development and network meetings.

4.2 Commitment to and maintenance of confidentiality at all times.

4.3 Undertake and participate in the Self-Assessment and Review process including a professional development plan.

4.4 Sensitivity to the individual needs of differences of children and families.

4.5 Work collaboratively with the Coordination Unit.

4.6 Develop collaborative partnerships with families, the Coordination Unit and within the community

Mandatory Requirements

- Minimum of Certificate III in Children's Services.
- Previous experience providing care and education for children, including knowledge of child development.
- Must be acquired prior to registration and always kept current:
 - o First Aid, Anaphylaxis Management and Emergency Asthma Management training including annual CPR updates and Auto Injection Practice (as approved by ACECQA)
 - o Current working with children check (this is for the educator and all household members aged 18 or over)
 - o Criminal history check completed prior to registration and at least every three years (this is for the educator and all household members aged 18 or over)
 - o PRODA Registration Authority Number
 - o A current Victorian Driver's Licence is desirable.

Selection Criteria

- Minimum of Certificate 3 in Children's Services or higher as approved by Australian Children's Education and Care Quality Authority (ACECQA)
- Knowledge of child development from birth - 12 years.
- Good communication skills with the ability to interact positively with children and adults.
- Can plan and provide experiences that meet the interests and needs of all children based on an approved learning framework.
- Knowledge of and ability to demonstrate hygienic and safe practices including being able to recognise potential hazards.
- Can complete administrative tasks associated to the role using digital technology.

Physical Requirements of the role

TASK ANALYSIS

In the course of your duties, a person in this role may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	(Y)	()	()
-below 10kgs	()	(Y)	()	()
Manual handling frequency	()	(Y)	()	()
Repetitive manual work	()	(Y)	()	()
Repetitive bending/twisting	()	(Y)	()	()
Working with chemicals/solvents/detergents	()	(Y)	()	()
Washing hands with soap (hygiene)	()	(Y)	()	()
Performing clerical duties	()	(Y)	()	()
Working on a keyboard	()	()	(Y)	()
Toileting and changing children's nappies as required	()	(Y)	()	()
Performing cleaning duties as required	()	(Y)	()	()

Other special features (e.g. nature of chemicals, travelling requirements, etc):

Transporting children in their car