

## POSITION DESCRIPTION

<b>Position Title:</b>	Childcare Worker – Certificate III
<b>Position Number:</b>	2027
<b>Group:</b>	Corporate and Community Services
<b>Business Unit:</b>	Community Services
<b>Service Unit:</b>	Children's Services
<b>Reports To:</b>	Long Day Care Coordinator
<b>Grade:</b>	7
<b>Hours Of Work:</b>	Casual
<b>Last Date Of Review:</b>	October 2018
<b>Last Date Of Evaluation:</b>	October 2018

### Role Function Summary

The childcare worker is responsible for assisting with planning and implementation of a high quality and diverse education program based on current legislative frameworks and curriculum requirements. They are also responsible for working in accordance with the service's policies and procedures.

It is a requirement of employment with Singleton Council that all staff undertake their work in a manner that will not harm themselves or others.

### Key Responsibilities (Major and Essential Job Functions)

#### Planning and implementation of a quality education program

- Assist in implementing high quality and diverse educational programs based on appropriate curriculum frameworks for the service, considering the developmental needs, interests and abilities of children.
- Assist in the delivery of effective and valuable documentation for children's learning in accordance with the service philosophy and the learning outcomes under the National Quality Framework, Education and Care Services National Law and Regulations.
- Use a variety of teaching strategies including intentional teaching and reflective practice within daily work.

#### Building positive relationships with all stakeholders

- Keep up to date on relevant and current information by reading staff meeting minutes to enable a positive team environment to be developed and maintained.
- Resolve staff problems, issues or grievances through line management.
- Communicate with children, staff and parents in accordance with the centre's policies and procedures.
- Create a warm learning environment through positive interaction with children, parents and staff to nurture the full potential in all.
- Communication with stakeholders is professional, ensuring privacy and confidentiality of individuals is maintained.
- Encourage children's development through positive guidance strategies.
- Develop children's independence through learning self-help skills.
- Encourage children's creativity by learning through interests.
- Help children develop problem-solving skills.

### Promotion of health and safety of staff and children

- Ensure the physical environment of the service, including all outdoor and indoor areas, and equipment are suitable for purpose and are well maintained whilst safeguarding others from hazards or harm.
- Maintaining effective health and hygiene practices, including meeting all regulations relating to food safety, medical management and risk assessment plans, policies and procedures.
- In accordance with Council's policies and procedures effectively report all near miss, incidents, illnesses or emergencies

### Other Functions and Responsibilities

- Undertaking responsibilities as required by the Long Day Care Coordinator.
- Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required by the business from time to time that are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

### Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

<b>Community Vision</b>	Singleton. Vibrant, progressive, connected, sustainable & resilient.
<b>Organisation Vision</b>	ESP - Engaged people; Safe workplace; and a Performance based culture
<b>Values and Behaviours</b>	<p>Council has five values that guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are:</p> <ul style="list-style-type: none"><li>• <b>Integrity:</b> We act with commitment, trust and accountability.</li><li>• <b>Respect:</b> We are open, honest, inclusive and supportive.</li><li>• <b>Excellence:</b> We strive to achieve the highest standards.</li><li>• <b>Innovation:</b> We are creative, progressive and strategic.</li><li>• <b>Enjoyment:</b> We promote a harmonious, productive and positive workplace.</li></ul>
<b>Safe Workplace</b>	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
<b>Policies and Procedures</b>	<p>The responsibilities of this position are completed in line with all Council policies and procedures related to this position.</p> <p>Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.</p>

### Organisational Relationships

<b>Internal Relationships:</b>	<ul style="list-style-type: none"><li>• Other team members</li><li>• Coordinator</li><li>• Team Leader</li><li>• Manager</li><li>• Other Council staff</li></ul>
<b>External Relationships:</b>	<ul style="list-style-type: none"><li>• Customers</li><li>• Early intervention agencies</li><li>• Service visitors</li><li>• Government Departments</li></ul>
<b>Direct Reports:</b>	nil
<b>Indirect Reports:</b>	nil

### Specifications and Technical Skills:

**Essential Criteria:**

- Certificate III in Children's Services
- Current Working with Children Check (WWCC), First Aid Certificate, including anaphylaxis and asthma training
- Practical experience in implementing interests and skills based programs in a childcare centre
- Previous experience in the care of children aged 0-5
- Knowledge of curriculum and legislative frameworks
- Excellent communication skills

**Desirable Criteria:**

- Experience working with children with additional needs
- Demonstrated ability to build an effective rapport with children and adults within a team environment
- Diploma in Children's Services

**Licences and Tickets:**

nil

## Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

### Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓										
Walking		✓							✓			
Standing		✓										
Bending		✓										
Squatting		✓										
Climbing			✓									
Kneeling		✓										
Twisting			✓									
Lifting		✓										
Driving				N/A								

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Repetitive Hand Movements	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	<b>Right Hand</b>					<b>Left Hand</b>			
Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Power Grasping (tight grip)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Power Grasping (tight grip)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Tick below if these are requirements of the position:

	Operating mobile plant		Working with paints, solvents, oil, grease
✓	Light repetitive handling	✓	Cold environment
	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection	✓	Screen based work (intermittent)
✓	Office, toilet cleaning		Screen based work (constant)
✓	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use		Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
✓	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces	✓	Childcare
	Working with bitumen		Hospitality
	Working with concrete		Exposure to dust or fumes

## Skills Progression and Assessment Record:

Position Title: **Coordinator Water and Sewer Delivery**

Employee:

<b>Skill Progression Requirements</b> <input checked="" type="checkbox"/> Step Achieved	<b>Salary Step</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Demonstrated effective communication skills, including the ability to liaise with a wide range of individuals and organisations both within and outside Council	1					
Provide effective service to internal and external customers, with a knowledge of children's services expectations	1					
Ability to implement quality and diverse educational programs based on appropriate curriculum frameworks & relevant legislative requirements	1					
Assist in the maintenance of the physical environment of the service ensuring all outdoor and indoor areas and equipment are suitable for purpose and well maintained	1					
Ability to identify and administer appropriate first aid	1					
Support educators to encourage every child to participate in the program ensuring agency, choices and influence are promoted	2					
Demonstrated ability to maintain respectful, supportive, collaborative and responsive relationships with children and their families	2					
Ability to maintain effective checklists and procedures for efficient room management	2					
Ability to contribute to the documentation of individual children and programs independently	2					
Demonstrated ability to work effectively with children with high or additional needs	2					
Demonstrated understanding of legal ramifications dealing with privacy and confidentiality.	3					
Demonstrated sound understanding of relevant legislative requirements and curriculum framework documents within the service	3					
Ability to assist in training and supervision of volunteers and students.	3					
Demonstrated ability to contribute to the continuous improvement of the service's Quality Improvement Plan	3					

Demonstrated ability to utilise a variety of teaching strategies, including intentional teaching and reflective practices in their daily work	3					
Demonstrated ability to assist educators in accordance with relevant legislative requirements and reflect the philosophy, policies and procedures of the service	4					
Demonstrated ability to Up Skill through performing duties of certified supervisor and/or room leader	4					
Demonstrated understanding and ability to support sustainable resource management	4					
Ability to contribute to the identification of issues and report all matters which have the potential to affect operations	4					
Contribute to the development and promotion of marketing strategies for the service	4					

#### Authorisation:

I agree to work in accordance with the requirements and expectations outlined in this position description.

Employee Name

Signature

Date

**Skills Review Year** (e.g. 2018):

**Position:**

#### Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

**Comments on Employee's attitude and application to work:**

**Employee's Comments:**

Name

Signature

Date

**Manager / Supervisor's Comments:**

Name

Signature

Date

**Director's Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_
 Signature \_\_\_\_\_
 Date \_\_\_\_\_

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> <b>Proposed Salary Step Placement</b>				