



Early Childhood Assistant (Child Care Worker)

Reports to: Centre Director
Unit/Centre/Program: Integrated Services
Date: 2015

Primary Objective

Work as part of a team to provide quality childcare services whilst observing the policies, procedures, values and philosophies of SDN Children's Services.

Selection Criteria

Knowledge, Skills and Experience

- Certificate III in Children's Services
- A Working with Children Check (NSW) clearance number
- Knowledge of the National Quality Standards
- Knowledge of the Early Years Learning Framework
- Experience in a similar role
- Excellent verbal and written communication skills
- Current Senior First Aid Certificate
- Asthma and Anaphylaxis certificates (preferable)
- Excellent relationship building skills
- Demonstrate an awareness of and commitment to child safety and comply with the Children and Young Persons (Care and Protection) Act 1998

Personal Qualities

- Initiative and capacity to work with minimal supervision
- Ability to multi-task, flexible, well-organised and able to meet deadlines
- Demonstrates professionalism and the ability to maintain confidentiality
- Maintain a reasonable level of fitness to meet physical aspect of the role
- Willingness to learn about the organisation and work within the philosophy of SDN

Key Accountabilities

Relationships with Children:

- Communicate positively and openly with children on an ongoing basis
- Promote & guide positive behaviour
- Collaborate with children about their interests
- Respect similarities and differences
- Support children in learning about the decision making process
- Identify and respond to babies / infants cues and needs
- Develop and maintain nurturing relationships
- Create a stimulating, positive and appropriate environment to foster and support development (physical, social, emotional, language, creative and cognitive)
- Create an environment which ensures trust and security and provides flexible routines and smooth transitions
- Provide physical care, assisting children in toileting, dressing and meal times
- Respond to the emotional needs of children
- Assist in the observation and evaluation of the children's development
- Assist in developing good nutritional practices for children
- Ensure that the dignity and rights of each child are maintained at all times
- Maintain up-to-date records for each child within the group
- Assist in the management of a group or groups of children
- Implement and maintain the elements of National Quality Standards (NQS) including National Regulations, Law and EYLF

Relationships with Families and Carers

- Conduct relationships in a professional manner ensuring privacy and confidentiality is maintained; prepared and considered information is provided; opportunities for meaningful exchanges are maximised and problem solving occurs in an ethical and appropriate manner
- Ensure regular exchange of relevant centre based information

Work within a legal and ethical framework

- Comply with SDN's policies and procedures
- Understand and follow licensing, legislation and regulations relevant to sector, e.g. Education and Care Services National Regulations under the Education and Care Services National Law
- Follow Child Protection guidelines and understand own responsibilities as a Mandatory reporter
- Work ethically in alignment with The Australian Early Childhood Association Code of Ethics
- Maintain and ensure confidentiality where appropriate

Relationship and Self-Management

- Contribute to the effective operation of the workplace by supporting colleagues through clear communication, sharing of information, participating as a team player and working cooperatively with others.
- Establish and maintain positive working relationships with colleagues that are fair, professional, supportive and respectful.
- Reflect on and seek to develop own work performance
- Perform other duties as requested by your manager that fall within the scope of the role.

Work, Health and Safety

- Responsible for personal health and safety
- Complies with SDN requirements in relation to WHS & Injury Management activities and responsibilities
- Identifies and reports WHS problems, where evident, in processes or systems
- Reports accident/incident information promptly to RTW/WHS Consultant.