

SOUTHERN GRAMPIANS SHIRE COUNCIL

POSITION DESCRIPTION

Position Details

Title:	Field Officer Children Services
Classification:	Band 5
Position Number:	117.1
Business Unit:	Community Wellbeing
Directorate:	Wellbeing, Planning and Regulation
Reports to:	Team Leader Children Services

Our Vision and Values

Vision

Southern Grampians is a growing inclusive and connected community that fosters sustainability, diversity, and innovation

Values

Innovative – we will be open to new ideas, will welcome creativity and embrace change

Respectful – we will be caring, accept differences and value diversity

Collaborative – together we will work smarter to achieve agreed common goals

Trusting – we will be open, honest, and brave

Empowering – we will delegate opportunities, and develop and inspire success

Child Safety

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero-tolerance approach to child abuse
- having a zero-tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism

Position Summary

- To assist in the delivery of a quality Family Day Care service through regular, ongoing support of Educators and families

- To undertake the role of Educational Leader as defined in the Education and Care Services National Regulations and National Quality Standard
- To monitor Educator compliance with the Education and Care Services National Regulations, National Quality Standard and Child Safe Standards

Key Responsibilities

Compliance

- In consultation with the Children's Service Team Leader, ensure compliance with the National Quality Framework and Education and Care Services National Regulations
- Undertake comprehensive risk assessments of Educators' homes/venues and on-going monitoring of safety during regular home/venue support visits
- In consultation with the Children's Services Team Leader, collaborate with Educators to develop and review Emergency Management Plans
- Develop and maintain resource materials
- Facilitate Educator attendance at meetings and training sessions
- Monitor, resource and support Educators through regular home/venue support visits, and telephone/video calls and complete reports
- Monitor all insurances, certifications and checks to ensure currency and ensure data base is kept up to date
- Document and report any concerns to the Children's Services Team Leader
- Support and monitor Educators to maintain a clean, safe Family Day Care environment in accordance with the Education and Care Services National Regulations, National Quality Standard, and Occupational Health and Safety
- Maintain accurate records as required under the Education and Care Services National Regulations and National Quality Standard

Quality Improvement Processes

- Assist Children's Services Team Leader to develop and maintain up to date Quality Improvement and Service Improvement Plans
- Participate in the development and implementation of the service Reconciliation Action Plan
- Contribute to Quality Improvement Plans and Service Improvement Plans, and meaningful engage with assessment and rating processes

Educator Support

- Monitor Educator's interactions with children during support visits and ensure children are receiving appropriate attention and care Implement and achieve standards of care that ensure children are receiving appropriate attention.
- Facilitate Educator attendance at meetings and training sessions
- Explain the principles underlying the Child Care Benefit & Child Care Rebate system to Educators

- Support and monitor Educators maintenance of accurate records as required under the Education and Care Services National Regulations and National Quality Standard

Pedagogical (Educational) Leadership

- Lead the development and implementation of effective educational programs
- Collaborate with Educators and provide curriculum direction and guidance
- Support Educators to effectively implement the cycle of planning to enhance programs and practices
- Ensure children's learning and development are guided by the learning outcomes of the Early Years Learning Framework and/or the Framework for School Age Care or other approved learning frameworks
- Ensure that the physical, cognitive, language, emotional, and social needs of children in care are met as far as possible
- Develop relevant training programs and provide regular professional development to Educators
- Encourage Educator accountability to complete all documentation and tasks as required
- Develop and maintain resource materials

Child and Family Support

- Assist Team Leader to manage waiting lists, assess family's needs for care, and liaise with parents and Educators to facilitate appropriate placements in accordance with the Commonwealth Government's priority of access criteria and Council policy
- Explain Child Care Benefit and Child Care Rebate to families, as required
- Liaise with appropriate community agencies/workers e.g. Inclusion support worker, to provide consistent, evidence-based approaches to the care and education of children
- Be sensitive to cultural diversity of children and families when planning and executing the service
- Ensure positive and respectful relationships with children and families are developed and maintained
- In consultation with Children's Service Team Leader, develop collaborative partnerships with families to enhance children's inclusion, learning and wellbeing and support families in their parenting role

Administration/Team Support

- Willingness to accept the role of Responsible Person in day-to-day-charge under the Children's Service Law Act and Education and Care Services National Regulations, in the absence of the Children's Services Team Leader
- Assist in the recruitment, selection, induction, training, evaluation, and ongoing professional development of Educators
- Maintain records of all communications (home/venue support visits, telephone calls, written correspondence) concerning children, families, and Educators

- Assist in processing of Educator's Timesheets and attendance records, and child, family, and Educator databases, as required
- Assist Children's Services Team Leader to process enrolments, as required
- In consultation with Children's Services Team Leader, interact with the Child Care Subsidy System as required
- Maintain records in a confidential and secure manner and in accordance with operational and Council policies and procedures
- Maintain ongoing communication with all Family Day Care stakeholders
- Ensure participation in all relevant networks and attend all relevant internal and external meetings as required
- Participate in the compilation and distribution of relevant information regarding activities and matters relating to early childhood education and care and early childhood development
- Promote and publicise Family Day Care as a valuable early childhood education and care option
- Assist in the induction and ongoing supervision of student placements as required

Commitment to Child Safe Standards

- Demonstrate a strong culture of child safety and wellbeing within the Service
- Ensure educators, staff, students, and volunteers adhere to the Council and Operational (Service) Child Safety and Wellbeing policy and Child Safe Code of Conduct at always adhere to the Council and Operational (Service) Child Safety and Wellbeing policy and Child Safe Code of Conduct and take all reasonable steps to protect children from abuse and harm
- Promote the cultural safety, participation, and empowerment of culturally and/or linguistically diverse backgrounds, including Aboriginal and Torres Strait islander children to express their culture and enjoy their cultural rights
- Provide support to educators and staff to promote the safety, participation, and empowerment of children with a disability

Extent of Authority

- Responsible for monitoring compliance with the Education and Care Services National Regulations, National Quality Standard, Child Safe Standards, operational policies, and the reporting of complex issues to the Children's Services Team Leader
- Commit to and adhere with the Child Safe Standards and Council requirements

Judgement and Decision Making

In consultation with the Children's Services Team Leader, the position is required to make decisions associated with the day-to-day operations of the service as required

In consultation with the Children's Services Team Leader, consider and recommend solutions for more complex issues regarding policy development and implementation

Matters of a particularly sensitive nature should be brought to the attention of the Children's Services Team Leader in a timely manner

Specialist Skills and Knowledge

- Strong understanding of the Education and Care Services National Regulations, National Quality Standard and Child Safe Standards
- Strong understanding of the three relevant Frameworks: Victorian Early Years Learning & Development Framework; Belonging, Being & Becoming; My Time, Our Place
- Extensive knowledge and understanding of child development and behaviour
- Strong understanding and application of Occupational Health and Safety Act and Regulations
- Ability to fluently navigate third-party childcare subsidy system management software e.g. Harmony Web
- Ability to use basic computer applications e.g. Microsoft Office Suite

Management Skills

- Ability to plan, prioritise and organise work, individually and across the team in an environment of competing demands and change
- Understand and commit to continuous improvement principles and practices
- Ability to solve problems through discussion, negotiation, and teamwork
- Ability to supervise students on placement
- Will comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for your own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety, or welfare
 - Contribute to OHS consultation processes
 - Prompt reporting of hazards and incidents

Inter-personal Skills

- Ability to undertake assessment procedures which will ensure appropriate child placements
- Ability to gain cooperation and support from Educators and their families and children
- Ability to maintain a high level of confidentiality and non-judgemental approach in all aspects of work

- Ability to use initiative, and work as part of a team
- Ability to motivate self and others
- Strong verbal and written communication skills
- Consultative and negotiation skills
- Ability to provide a positive role model for Educators in their work with children and families

Compliance with Legislation and Policies

- Adhere to all current relevant codes of conduct and legislative requirements including but not limited to:
 - Southern Grampians Shire Council and Operational (Service) Policies and Procedures
 - Southern Grampians Shire Council Staff Code of Conduct
 - Operational (Service) Child Safe Code of Conduct
 - Education and Care Services National Act
 - Education and Care Services National Regulations
 - Early Years Learning Framework (EYLF)/My Time Our Place (MTOP) and/or Victorian Early Years Learning and Development Framework
 - ECAECA (Early Childhood Australia) Code of Ethics
 - Occupational Health and Safety Act 2004
 - Commonwealth Privacy Act 1988 and the Australian Privacy Principles (APPs) (2014)
 - Fair Work Act
 - Family Assistance Law
 - Children, Youth and Families Act 2005
 - Child Safe Standards
 - Other relevant state and federal legislation and regulations as required
 - Privacy and Data Protection Act 2014 (Vic)
 - Equal Opportunity Act 2010 (Vic)
 - Occupational Health and Safety Act 2004 (Vic)
 - Government/Industry Codes of Conduct
 - Southern Grampians Shire Council Enterprise Agreement
 - Municipal Emergency Management Plan
- Demonstrate a commitment to risk management principles and practices, and maintain a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control
- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety, and wellbeing of Council employees by:
 - Implementing and monitoring compliance with workplace policies and procedures
 - Engaging with and supporting HSRs, OHS committees, supervisors, and managers

- Conducting safety inductions and local topic specific training when required
- Supporting/mentoring HSRs and supervisors
- Supporting staff awareness of OHS responsibilities and accountabilities
- Assisting with implementation of OHS plans and strategies
- Supporting managers in activities that foster a positive OHS culture
- Risk management principles and practices

Essential Qualifications and Experience

- Diploma in Early Childhood Education and Care
- Minimum 2 years experience in the field
- Hold a current National Police Clearance and Working with Children's Check
- Hold a current ACECQA approved First Aid Certificate
- Hold or able to acquire current ACECQA approved Asthma and Anaphylaxis Training
- Hold a current Victorian Driver's License

Key Selection Criteria

The employee will demonstrate the following:

- Relevant qualifications and experience in the early childhood education and care field
- Strong understanding of relevant regulations, standards and frameworks, and a demonstrated ability to contribute to quality improvement and assessment and rating processes
- Extensive knowledge and understanding of child development and behaviour and ability to assist in the planning, administration, and promotion of an educational program
- Confident and open verbal and written communication style that encourages collaboration, teamwork, and the participation and development of others
- Demonstrated understanding of and commitment to building a healthy and safe workplace and a positive team culture
- Problem solving and sound judgement with the ability to successfully resolve issues and improve performance

Agreement

I, _____ have read
and understand the objectives and conditions of the above mentioned role.

Signature: _____

Date: _____