

SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION

Position Details

Title:	Occasional Care Services Educator
Classification:	Band 3
Position Number:	134.5
Business Unit:	Community Wellbeing
Directorate:	Wellbeing, Planning & Regulation
Reports to:	Occasional Care Services Coordinator

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 provide high quality education and care in an occasional care service setting

Key Responsibilities

- In collaboration with other educators, provide a safe, secure, and hygienic environment for children and endeavour to create a welcoming and pleasant atmosphere
- Assist in the delivery of the occasional care program by implementing daily routines and duties that underpin planning
- Collaborate with educators to facilitate a play-based learning environment and develop learning programs responsive to children's ideas, strengths and abilities that inspire independent learners.
- Plan, implement and evaluate quality play-based learning activities and experiences that are reflective of the approved learning frameworks
- Assist in the collection, recording and evaluation of children's records and observations
- Respond appropriately to children's behaviour, developmental levels and additional needs
- Use positive and appropriate strategies to effectively guide children's behaviour
- Ensure active, adequate and efficient supervision of children at all times
- Work cooperatively and communicate clearly with other team members
- Collaborate with parents/guardians and other team members regarding developmental or behavioural issues
- Work in Accordance with the Children's Services Act 1996 and Children's Services Regulations 2020
- Work according to service policy and procedures at all times
- Keep abreast of current issues that impact on the education and care industry
- Be familiar with medical and emergency procedures and assist with emergency and evacuation procedures as directed by the Chief Warden. In the absence of the Occasional Care Services Coordinator/Nominated Supervisor, and where the necessary requirements are met as outlined in the Responsible Person policy, this position may be asked to undertake the role of responsible person in day-to-day charge of the service
- Encourage innovation in the delivery of services and activities
- Contribute to documenting, flowcharting and developing processes across the organisation
- Identify, respond to, and record incidents involving patrons, and ensure Duty Supervisor is notified in all instances
- Maintain and demonstrate an extensive knowledge of Child Protection legislation and its implications for the care and protection of children
- Ensure compliance as a mandated reporter in accordance with the service's Child Safe policy and procedures
- Assist the Director/Nominated Supervisor to comply with child safe standards in the workplace

- Follow policies and procedures to maintain correct educator to child ratios at all times
- Ensure safe food handling procedures are followed by ensuring to implement adequate health and hygiene practices
- Ensure effective processes are followed to meet occupational health and safety requirements
- Undertake other routine duties as directed by the Occasional Care Services Coordinator consistent with the general requirements of this position

Extent of Authority

- Commit to and adhere with Child Safety standards and Council's requirements
- Responsible for contributing to and assisting in the provision of education and care for young children within a healthy, safe, and welcoming environment while consistently meeting all regulatory requirements
- Works under general supervision and according to specific guidelines

Judgement and Decision Making

- Procedures are clearly documented and well understood
- Guidance and advice are always available
- Required to make judgements under general supervision

Specialist Skills and Knowledge

- Knowledge of the Children Services Regulations 2020 and the Children's Services Act 1996
- Knowledge of the approved Early Years Learning Frameworks: "Belonging, Being & Becoming" and the Victorian Early Years Learning & Development Framework
- Experience working with children and families within an education and care setting
- Commitment to the safety and wellbeing of all children and young people and observes child safe principles and expectations for appropriate behaviour towards and in the company of children, including responding to and reporting of allegations and disclosures of child abuse
- A clear understanding of children's developmental requirements

Management Skills

- Skills in managing time, setting priorities, and organising own work within a timetable
- Ability to supervise children, observing occupational health and safety and risk management protocols at all times
- Ability to supervise groups under the educator's control

- Maintain confidentially at all times
- 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 communicate effectively with children, parents, community agencies, early childhood professionals and members of the public
- The ability to work both independently and as a part of a team

Compliance with Legislation and Policies

- Adhere to all current relevant codes of conduct and legislative requirements including:
 - Southern Grampians Shire Council Policies and Procedures
 - Southern Grampians Shire Council Staff Code of Conduct
 - Privacy and Data Protection Act 2014 (Vic)
 - Equal Opportunity Act 2010 (Vic)
 - Occupational Health and Safety Act 2004 (Vic)
 - Government/Industry Codes of Conduct
 - The Southern Grampians Shire Council Enterprise Agreement
 - The Municipal Emergency Management Plan
 - Children's Services Act 1999
 - Children's Services Regulations 2020
- Demonstrate a commitment to risk management principles and practices, and also 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:
 - Co-operating with Council with respect to any action taken to comply with a requirement of the OHS Act 2004

Qualifications and Experience

- Diploma of Early Childhood Education and Care is desirable. Minimum qualification required is a Certificate III of Early Childhood Education and Care that is recognised under the Children's Services Regulations 2020
- Experience working with children and families within an education and care setting
- Current First Aid, CPR, Anaphylaxis and Asthma Management qualifications as recognised under the Children's Services Regulations 2020
- Working with Children Check

Key Selection Criteria

The employee will demonstrate the following:

- Relevant experience and knowledge of current acts, regulations, frameworks, principles, and practice
- Interpersonal skills demonstrating the ability to discuss, negotiate and problem solve with children, parents, and fellow employees
- Demonstrated ability to work harmoniously as part of an education and care team
- Ability to manage time, set priorities, plan, and organise one's own work

Agreement

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

Employee: _____

Signature: _____

Date: _____