

POSITION DESCRIPTION

Diploma Childcare Worker

POSITION NUMBER	5039
DIRECTORATE	Community and Culture
SECTION	Children's Services
REPORTS TO	Coordinator, Carss Park (Narani).
DIRECT REPORTS	
GRADE	5
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2017
DATE PREPARED	10 July 2014
DATE LAST UPDATED	November 2015

1. PURPOSE OF THE POSITION

To provide a friendly, secure and stimulating learning environment for all children attending the Centre, and to develop and implement programs which meet the developmental, cultural and additional needs of children in care.

To provide support and provide information to parents regarding the needs and developmental progress of their child(ren) and provide specialist information and advice in regard to particular areas of concern as requested or required by parents

2. KEY ACCOUNTABILITIES

- 2.1 Be aware of licensing and other legislative requirements to ensure the Director is advised of all operational matters relevant to these requirements (including NSW Children's Services Regulations, QIAS requirements, WHS Act and Regulation, Privacy Act, Child Protection legislation, Record Keeping and Food Safety legislation).
- 2.2 Ensure the implementation of professional standards of care and compliance with the Code of Conduct and the policies and procedures of the centre by other staff through role modelling and on-the-job training
- 2.3 Ability to support individual staff members and volunteers
- 2.4 Ability to work as member of a team and promote a co-operative teamwork approach
- 2.5 Ability to prioritise work and meet deadlines
- 2.6 Demonstrated ability and experience in planning appropriate activities in a range of curriculum areas
- 2.7 Design, implement and evaluate appropriate programs for children in cooperation with other team members, ensuring that a range of activities and experiences are provided which meet the developmental, learning, cultural and additional needs and interests of each child.
- 2.8 Monitor each child's progress by maintaining an individual profile and weekly written record of the

- program, ensuring that the child's individual records are used in the development of the program
- 2.9 Interact and become involved with children and ensure their individual needs are met at all times.
 - 2.10 Be actively involved with children as individuals and a group, assisting them to cope with daily routines and to develop their basic skills.
 - 2.11 Ensure programs and all interactions between staff, volunteers and children recognise and incorporate a social justice approach
 - 2.12 Establish and implement plans for developing responsible behaviour
 - 2.13 Share responsibility for the safety and hygiene of children, staff, students and volunteers within the Centre's environment including ensuring appropriate cleaning and food handling practices
 - 2.14 Be an active member of the team, ensuring a co-operative teamwork approach and promoting good communication between staff members.
 - 2.15 Provide specialist support and on-the-job training and role-modelling to untrained and relief staff, volunteers and students as appropriate or required
 - 2.16 Provide ongoing support and supervision, and on-the-job training of all staff, volunteers and students, in order to ensure a high standard of care is provided
 - 2.17 Implement and promote inclusive policies and practices
 - 2.18 Ensure that staff are informed of hygiene, health and safety standards practices, policies and monitor the implementation of such standards in the day-to-day care of the children.
 - 2.19 Adhere to guidelines, policies and regulatory requirements of Council, State and Federal Governments
 - 2.20 Assist in the development, implementation and evaluation of relevant policies and procedures which relate to the Centre Philosophy and goals
 - 2.21 Assist in maintaining accurate records of fees, children's attendance, enrolments and programs
 - 2.22 Collect and receipt fees and monies and maintain accurate records of monies collected
 - 2.23 Assist the Director and other staff with selection of appropriate resources for the Centre
 - 2.24 Co-operate and work in partnership with families, ensuring regular communication regarding the care and specific needs of their child/ren, and ensuring that families feel comfortable and motivated to become involved in the Centre.
 - 2.25 Attend centre functions as required
 - 2.26 Convey information regarding the Centre and its policies accurately to families and members of the public
 - 2.27 Respond to telephone and face-to-face enquiries from the general public, providing accurate information and appropriate referrals in a friendly and courteous manner, and promoting a positive image of the Centre at all times

3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.



5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of council

8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

9. DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

10. SELECTION CRITERIA

Qualifications, Certificates & Licences

6.1 **ESSENTIAL**

- Diploma in Children's Services or equivalent
- Current First Aid Certificate
- Positive result of relevant Working With Children check
- Previous experience working with children 0-5 years of age, preferably in a centre based setting
- Ability to work as a member of a team, and to provide role-modelling as appropriate.
- Good oral communication skills and ability to relate well to children, parents, staff, volunteers and the community.

6.2 **DESIRABLE**

- Knowledge of NSW Children's Services Regulations, QIAS.
- Demonstrated report writing and documentation skills in maintaining developmental and daily program records
- Demonstrated ability to work with staff, volunteers and families from diverse cultural backgrounds and with families with additional needs.
- Demonstrated knowledge of child development and learning and experience in the application of that knowledge in the implementation and evaluation of Centre programmes.
- Understanding and knowledge of and ability to refer appropriately to relevant children's services and agencies
- Understanding of a philosophy and curriculum that promotes social justice.



EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: _____

Signature: _____

Date: _____

Staff Use Only

Choose an item.

