

POSITION DESCRIPTION

CHILDCARE ASSISTANT (CERTIFICATE III)

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| POSITION NUMBER | |
| DIRECTORATE | Community and Culture |
| SECTION | Children Services |
| REPORTS TO | Centre Coordinator |
| DIRECT REPORTS | None |
| GRADE | 3 |
| CONDITIONS OF EMPLOYMENT | Local Government (State) Award 2017 |
| DATE PREPARED | August 2017 |
| DATE LAST UPDATED | September 2017 |

1. PURPOSE OF THE POSITION

To provide a friendly, secure and stimulating learning environment for all children attending the Centre, and to assist in the planning and implementation of programmes which meet the developmental, cultural and special needs of children in care. To provide support to, and ensure regular communication with parents of children in care.

2. KEY ACCOUNTABILITIES

General Responsibilities

- 2.1 To assist in the planning, implementation and evaluation of the daily programme in consultation with other team members.
- 2.2 Implement the programme and daily routine in a flexible manner compatible with the needs of children in care, and at the direction of the team/Coordinator.
- 2.3 To assist in the planning, implementation and evaluation of the daily programme in consultation with other team members.
- 2.4 Implement the programme and daily routine in a flexible manner compatible with the needs of children in care, and at the direction of the team/Coordinator.
- 2.5 Assist in the provision and maintenance of information for children's developmental records.
- 2.6 Assist in planning, preparing material and setting up the play environment.
- 2.7 Interact and become involved with children and ensure their individual needs are met at all times.
- 2.8 Be actively involved with children as individuals and a group, assisting them to cope with daily routines and to develop their basic skills.
- 2.9 Implement plans for developing responsible behaviour and ensure all interactions between staff and children incorporate a social justice approach.
- 2.10 Share responsibility for the safety and hygiene of children, staff and students within the Centre's environment including ensuring appropriate cleaning and food handling practices.
- 2.11 Provide role-modelling and on-the-job training to other team members, and to students as required.
- 2.12 Be an active member of the teaching team, including attendance at staff meetings, ensuring a co-

- operative teamwork approach and promoting good communication between staff members.
- 2.13 Implement and promote inclusive policies and practices.
 - 2.14 Co-operate and work collaboratively with families, ensuring regular communication regarding the care and specific needs of their children, and ensuring that families feel comfortable and motivated to become involved in the Centre.
 - 2.15 Attend centre functions as required.
 - 2.16 Convey information regarding the Centre and its policies accurately to families' and members of the public.
 - 2.17 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.
 - 2.18 Be aware of licensing and other legislative requirements to ensure the Coordinator 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).
 - 2.19 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.

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. SELECTION CRITERIA

Qualifications, Certificates & Licences

- 9.1 Certificate III in Children's Services.
- 9.2 Current First Aid Certificate, Anaphylaxis and Asthma Management Certificates.
- 9.3 Approved current Working with Children Check (must be issued after 2013).
- 9.4 NSW Department of Education and Communities approved Child Protection Training Certificate.

Essential

- 9.5 Previous experience working as a Childcare Assistant preferably with children 0-5 years of age in a Childcare Centre.
- 9.6 Sound oral and written communication skills and ability to relate well to children, families, staff, volunteers and the community.
- 9.7 Ability to work as a member of a team, and to provide role-modelling as appropriate.

Desirable

- 9.8 Food Handling and Preparation Training or Certification.
- 9.9 Demonstrated ability or willingness to work as a member of a multi-disciplinary team.
- 9.10 Demonstrated ability or willingness to prioritise and meet study and work commitments and/or deadlines.
- 9.11 Ability to speak a relevant community language e.g. Arabic, Cantonese, Mandarin, Greek.
- 9.12 Ability to prioritise work and meet deadlines.
- 9.13 Demonstrated ability and willingness to work with stakeholders from diverse cultural backgrounds and children and families with special needs.
- 9.14 Broad knowledge of child development.
- 9.15 Demonstrated experience in assisting in the planning, implementation and evaluation of Centre programmes.



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

Medical Questionnaire

