

Family Day Care Educator

POSITION DESCRIPTION

DEPARTMENT/UNIT

Department: Community Services
Unit: Child & Family Services

REMUNERATION

Classification: Contract worker: Early Childhood Educator
Appointment: A minimum of twelve months commitment required. Contracts will be reviewed every 12 months after initial appointment

POSITION OBJECTIVES

- To provide a service high quality Family Day Care service that meets community needs.
- To provide an environment which demonstrates a secure, nurturing, safe and caring location for children and families.
- To develop and implement an appropriate program for children that reflects individual needs.
- To work co-operatively with co-ordination unit and allied professionals to provide a safe, caring and stimulating environment for children attending the service.
- Develop and maintain positive and productive working relationships with co-ordination unit, families, other professionals and the wider community.

ORGANISATIONAL RELATIONSHIPS

Reports to: Family Day Care Co-ordination Unit

KEY RESPONSIBILITIES AND DUTIES

Duties of the Position

- Provide a range of educational, social and recreational experiences adapted to the interests and needs of the group and individual children in care.
- To use an effective planning cycle to inform and reflect on the children's developmental and learning needs.
- Provide and maintain safe and healthy environments for children.
- Promote physical, social, emotional and intellectual development of children
- Provide opportunities for children to develop positive feelings about themselves.
- Encourage positive and collaborative partnerships with families.
- Adhere to the National Quality Framework and recognise and employ implementation of the National Quality Standards
- Adhere to Education and Care services National Law and Regulations
- Understanding, promotion and implementation of Occupational Health and safety safe work practises.

Corporate Responsibilities

- Promote excellence in customer service. Contribute to identification, review and implementation strategies to improve service quality and efficiency.
- Maintain strong relationships among colleagues and community groups, on a formal and informal basis.
- Maintain a commitment to the care of all Council's property and assets (where applicable).
- Participate as directed in training and education to maintain an up to date knowledge of emergency management responses.
- Comply with Council Children's services policies and procedures.
- Comply with Fees collection procedures regarding fee invoicing and collection.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

As per Family Day Care Educator Agreement and Education and Care Regulation

- Report any service developments, difficulties and opportunities.
- Report as per Children's Services reporting Policies and processes. Including: Child Protection/ Mandatory reporting, Child Safe Standards, and illness incident and accident reporting.

- Responsible for the supervision of children within specific guidelines
- Maintain accurate records in accordance with legislative requirements and service policy and procedures.
- Provide high quality service delivery demonstrating Golden Plains Shire Council values and Children's Services Philosophy and Early Years Services Values.

JUDGEMENT AND DECISION MAKING

- Routines and procedures are defined and understood to meet individual requirements and documented.
- To seek guidance and advice as required.
- Exercise discretion carefully and appropriately.

SPECIALIST SKILLS AND KNOWLEDGE

- A demonstrated understanding and knowledge of early childhood development and education is required.
- A comprehensive understanding of the Education and Care Services National Regulations (2012), National Law Act (2010) and the National Quality Framework
- The ability to implement an appropriate program that meets individual children's needs.
- Well-developed communication and customer service skills.

MANAGEMENT SKILLS

- Ability to manage time effectively and work to achieve specific and set objectives, efficiently.
- Assist other contractors by providing guidance, advice and training as required.

INTERPERSONAL SKILLS

- Skills in oral and written communication with families, contractors, volunteers and members of the community in the resolution of minor problems.
- Ability to maintain confidentiality, professionalism and discretion at all times.
- Ability to work cohesively with all service members.
- Ability to be enthusiastic and self-motivated.

QUALIFICATIONS AND EXPERIENCE

- Experience working with families and children.
- Hold or actively working towards a minimum recognised Certificate III childcare qualification or equivalent.

SELECTION CRITERIA

- Hold or actively working towards a minimum recognised Certificate III childcare qualification or equivalent.
- Demonstrated experience working with families and children.
- Knowledge of and ability to implement Education and Care Services National Regulations (2012), National Law Act (2010) and the National Quality Framework.
- Demonstrated ability to work cohesively with service co-ordination unit, volunteers and members of the community in the resolution of minor problems.
- Demonstrated ability to development of planning and programming for children across the Early Years cohort.
- Excellent verbal and written communication skills.

OCCUPATIONAL HEALTH AND SAFETY

All contractors are expected to perform their duties in accordance with the Occupational Health and Safety Act 2004 and all relevant Regulations, Codes of Practice and Council policies and procedures. In addition, educators are expected to:

- Conduct themselves in a manner that will not endanger themselves or others.
- Participate in Occupational Health and Safety training.
- Assist with audits of work procedures, equipment and workplaces.
- Identify areas of improvement by contributing to the Safety System within the Department.
- Contribute ideas and suggestions that promote safety awareness.
- Be aware of emergency procedures and codes.
- Report unsafe work practices, incidents, hazards and near misses.
- Report unacceptable workplace behaviours such as harassment and bullying.

RISK MANAGEMENT

Contractors are required to follow all policies and procedures in relation to risk management (asset protection, security, public liability and professional indemnity). Educators are expected to:

- Participate in risk assessments.
- Demonstrate an understanding of, and a commitment to, Council's Risk Management Standard Operating Procedure.
- Report all hazards and incidents of which they become aware.

EQUAL OPPORTUNITY

Golden Plains Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Contractors are expected to contribute to the maintenance of such a work environment.

PRIVACY AND CONFIDENTIALITY

Contractors must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Contractors are required to comply with the Information Privacy Act, the Health Records Act and Council's Information Privacy and Health Records policies.

Both during and after contractual commitments with Council, individuals must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through working with the Shire for any purpose other than the discharge of official duties.
- **OTHER REQUIREMENTS**
- Attendance at Golden Plains Shire Children's Services Conference (2 per year)
- A current Australian driver licence.
- A satisfactory National Criminal History Check
- Working with Children Check.
- Level 2 First Aid, CPR, Asthma training and Anaphylaxis management training

FURTHER INFORMATION AND APPLICATION DETAILS

Further enquiries can be directed to Suzanne Blair on (03) 5220 7313.

Applications should be submitted via email to suzanne.blair@gplains.vic.gov.au

PLEASE NOTE:

Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council 6 months after being received. Requests for access or correction should be made to Council's Privacy Officer.

