

# Position Description



<b>Position Title</b>	<b>Early Childhood Educator</b>
<b>Unit / Team</b>	Support, Therapy, Education and Prevention/ Children's Centre
<b>Reports to</b>	Manager
<b>Award/Agreement</b>	Children's Services Award 2010 and any Fair Work Commission approved replacement agreements.
<b>Classification</b>	Children's Services Employee Level 3.1 to 4.3 (determined by qualifications and experience)
<b>Salary</b>	Between \$27.17 and \$32.97 per hour, plus superannuation. Casual employees receive an additional 25% loading in lieu of leave entitlements.
<b>Hours</b>	Full-time, part-time and casual positions available
<b>Location</b>	Lakes Entrance Children's Centre

Gippsland Lakes Complete Health is one of rural Victoria's largest community health organisations, employing over 500 staff and 300 volunteers to deliver health and support services across East Gippsland.

Our vision is for our people and communities to live well. We do this by responding to current and emerging needs - delivering innovative services, information and assistance and collaborating with other health providers for greater impact.

Our purpose is to improve the health and wellbeing of the people of East Gippsland by providing health and social care. We provide these services from seven locations and via outreach to nearby and remote communities. Services include medical, allied health, aged and disability support and in-home services, family support and counselling, early education and childcare, and specialist health services.

As a not-for-profit organisation built on strong values since 1975, our people are our greatest asset. We have created a positive and supportive workplace with solid leadership and a communicative approach and offer flexibility, a healthy work-life balance, professional development, and career advancement opportunities.

Equity, diversity, and inclusion are at the core of who we are. We welcome all people irrespective of ethnicity, faith, sexual orientation and gender identity, and have established a safe and inclusive environment for staff and visitors. For more information about us, visit [glch.org.au](http://glch.org.au).

## Our Values

Our work is informed by our values. We are:

<b>Compassionate</b>	<b>Inclusive</b>	<b>Courageous</b>
<ul style="list-style-type: none"> <li>• We are caring and kind to people and the planet</li> <li>• We work respectfully and with integrity</li> <li>• We build trust through listening and understanding.</li> </ul>	<ul style="list-style-type: none"> <li>• We exist to support the health and wellbeing for everyone in our community</li> <li>• We celebrate and value diversity</li> <li>• We are ethical, honest, reliable and fair.</li> </ul>	<ul style="list-style-type: none"> <li>• We are progressive and collaborative</li> <li>• We are creative and resourceful</li> <li>• We are not afraid to try new things for the benefit of our community.</li> </ul>



## Unit Profile

Our Children's Centre is part of the Support, Therapy, Education and Prevention (STEP) Unit. We provide care and education to children from infancy through to thirteen years of age, in a safe, secure and stimulating environment including:

- Full time, part time and casual care
- Before and after school care
- 3 and 4 year old funded kindergarten
- Care for children with special needs
- Excursions and incursions

We pride ourselves on offering unique programs such as Coastal Kinder, the Stephanie Alexander Kitchen Garden Program, and early intervention speech, language and fine motor programs.

Over 160 children are currently enrolled at the Centre. The Children's Centre is located on Coates Road, Lakes Entrance.

## Position Summary

This position requires you to provide quality care and education to children who attend our Centre. This position requires you to be standing, walking and bending for the duration of your shift. A good level of physical fitness is required.

## Key Responsibilities

- Have an understanding of the following legislation and frameworks to support relationships with children and families, and the Centre:
  - National Law and National Regulations
  - Early Years Learning Framework (EYLF)
  - National Quality Framework (NQF)
- Work with the team within the room to plan and implement a quality education program based on children's interests and developmental needs in accordance with relevant regulations and frameworks.
- Lead daily social, learning, and physical activities for children in their group and monitor the health and welfare of children at all times.
- Ensure staff and children use effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, and risk management plans, policies and procedures.
- Ensure a safe and secure environment where all staff and children are protected from hazards or harm.
- Develop and maintain respectful relationships with families, children and key stakeholders.
- Contribute to the continuous improvement of the service through reflective practice and as directed by the Manager and Educational Leader.
- Attend team meetings and professional development opportunities as required.



## Other Responsibilities (All Staff)

1. **Our Values:** We require all employees to act in a way that aligns with our values.
2. **Quality and Risk Management:** Actively participate and incorporate continuous quality improvement and sound risk management principles in all aspects of the role.
3. **Professional Development and Education:** Actively participate in relevant professional development and educational activities as required, including regular performance reviews.
4. **Workplace Health and Safety:** Carry out your duties in a manner that does not adversely affect your health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve health and safety.
5. **Diversity:** Recognise, value, and respect the diversity of our clients and staff and be inclusive of all community members. Promote accessibility and disability, Aboriginal reconciliation, and Rainbow Tick Accreditation.
6. **Teamwork:** Work proactively with all team members to support the organisation and its strategic aims.
7. **Compliance:** Adhere to all GLCH policies, procedures, and regulatory and legal requirements.

## Position Requirements

<b>Qualifications</b>
<ul style="list-style-type: none"><li>• Certificate III or Diploma of Early Childhood Education and Care (or be enrolled and studying towards this), is mandatory.</li></ul>
<b>Also required:</b>
<ul style="list-style-type: none"><li>• Excellent written and verbal communication skills.</li><li>• Well-developed interpersonal skills and the ability to communicate effectively with people from diverse organisations and communities.</li><li>• Ability to work both independently and cooperatively in a team environment.</li><li>• Demonstrated organisational skills with the ability to plan, organise, set priorities and meet deadlines.</li><li>• Attention to detail.</li><li>• A positive attitude with a customer service focus and problem-solving mindset. Be flexible, adaptable, and resilient.</li><li>• Sound computer skills (particularly in the Microsoft Office Suite) and a willingness to learn and adapt to technology platforms relevant to the role.</li><li>• Willingness to adhere to all GLCH policies, procedures, and regulatory and legal requirements.</li></ul>



## **Mandatory Checks, Certificates and Licenses**

Employment in this role is subject to the following:

1. Satisfactory completion of a Police Check and Working with Children Check (GLCH to cover fees).
2. Evidence of current Victorian drivers licence.
3. Evidence of qualification.

## **Benefits of joining our team:**

- 30% discount on childcare fees at the GLCH centre
- Salary packaging benefits are offered to part-time and full-time employees. Packaging options include living expenses up to \$15,900 per year (rent, mortgage, credit card payments), meal entertainment benefits up to \$2,650 yearly, remote area housing, and novated leasing.
- Options to purchase additional annual leave
- Employee Assistance Program (confidential counselling support and advice)
- Flexible working arrangements by negotiation
- Professional development support
- Free gym access (Lakes Entrance site)
- Corporate memberships for the local council-run gyms

## **Additional Information**

1. We are an equal opportunity employer.
2. Aboriginal and Torres Strait Islander people and those who speak languages other than English are encouraged to apply.
3. We are a child safe organisation and are committed to the safety, wellbeing, and inclusion of all children in accordance with the Child Safe Standards.
4. We are committed to aligning our practice, policies, and systems to the Multi-Agency Risk Assessment Management (MARAM) framework and recognising family violence as a health issue.
5. All ongoing part-time and full-time positions are subject to a 6 month probationary period.



Equity, diversity, and inclusion are at the core of who we are. We welcome all people, irrespective of ethnicity, faith, sexual orientation and gender identity, and have established a safe and inclusive environment for staff and visitors. We are committed to continuously advancing our understanding and practice of self-determination, reconciliation, intersectional inclusion, equity, and social justice. We embrace and celebrate the diversity of individuals' physical and cognitive abilities, mental health status, cultural heritage and ethnicity, gender identity, sexual characteristics and orientation, age, and spiritual or faith-based beliefs or non-beliefs.