



Position Title	Early Childhood Educator
Unit	Support, Therapy, Education and Prevention
Reports to	Children's Centre Manager
Direct Reports	N/A
Mode of Employment	Ongoing
Hours of Work	Full time, part time or casual
Award / Agreement	Children's Services Award 2010
Classification	Children's Services Employee Level 3.1 to 4.3 depending on qualification and experience
Remuneration	Between \$26.18 and \$31.78 per, hour plus superannuation. Casual employees receive an additional 25% loading in lieu of leave entitlements.
Salary Packaging	A range of salary packaging benefits are offered to part-time and full-time employees. Salary packaging results in a lower taxable income, meaning you pay less tax and increase your take home pay. Packaging options include living expenses up to \$15,900 per year (rent, mortgage, credit card payments); meal entertainment benefits up to \$2,650 per year; remote area housing; and novated leasing. More information is available on request.
Other Benefits	<ul style="list-style-type: none"> • 30% discount in childcare fees at the GLCH Centre • Options to purchase additional annual leave • Scholarship program for ongoing professional development • Access to our onsite gym (Lakes Entrance site) • Corporate memberships for the local council-run gyms • Employee Assistance Program • Flexible working arrangements by negotiation
Location	Children's Centre, Lakes Entrance <i>Our work takes place on the traditional lands of the Gunaikurnai people of Gippsland.</i>
Probationary Period	A six-month probationary period will apply to full-time and part-time employees.

Gippsland Lakes Complete Health (GLCH) is a not-for-profit organisation that's been helping East Gippsland residents to live well for more than 40 years.

We're one of the region's most high-profile health and support service providers with more than 500 staff, 300 volunteers, and an annual budget of over \$50 million.



Our services are delivered through five locations in Lakes Entrance, Bairnsdale, Bruthen, Metung and Nowa Nowa, as well as via outreach to nearby and remote communities.

Our services fall into one of five departments, each of which boasts a strong multi-disciplinary approach. They are Home and Community Support Services; Clinical and Nursing Services; Support, Therapy, Education and Prevention Services; Family Youth and Children's Services; and Corporate Services.

GLCH is committed to inclusive practice, particularly for Aboriginal and Torres Strait Islander LGBTIQ+ and disability communities. We take a lead role in reconciliation, in social and service planning initiatives with local government and the primary care partnership, and in-service developments including chronic care, early year's development, and integrated health promotion.

We are a reputable, influential organisation that's committed to collaboration with other health providers for greater impact. We're passionate about ensuring we have the right people, capability and culture to deliver our promises, both now and in the future. More information about GLCH is available on our website glch.org.au.

Unit Overview

Gippsland Lakes Complete Health Children's Centre is part of the Support, Therapy, Education and Prevention (STEP) Unit. The Centre is an approved care service operated in accordance with Education and Care Services National Regulations and Law Act 2010, National Quality Standards.

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 including care on curriculum days
- Before and after school care
- 3 and 4 year old kindergarten
- Care for children with special needs
- Excursions and incursions

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

Position 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

- **Quality and Risk Management:** Actively participate and incorporate continuous quality improvement and sound risk management principles to all aspects of the role and in accordance with GLCH policies.
- **Professional Development & Education:** Actively participate in relevant continuing professional development as required. Participate in educational activities relevant to the role within GLCH.
- **Workplace Health and Safety:** Ensure a safe working environment is maintained to GLCH staff and clients.
- **Diversity:** Recognise, value and respect the diversity of our clients and staff and be inclusive to all members of our community.
- **Teamwork:** Work proactively with all members of the STEP team in supporting the Unit and its strategic aims.
- **Compliance:** Adhere to all GLCH policies, procedures and regulatory and legal requirements.

Position Requirements

Police Check required Note: GLCH will not discriminate on irrelevant criminal history.	Yes, upon initial appointment, then every three (3) years
Working with Children Check required	Yes, and required to advise the Department of Justice within 21 days of commencing with GLCH. Renewal due every five years.
Driver's Licence required	Yes - current Victorian driver's licence
First Aid and CPR	Yes, current certificates or willingness to obtain within 6 months of employment.
Anaphylaxis and Asthma Management	Yes, current certificates or willingness to obtain within 6 months of employment.

Key Selection Criteria

Qualifications and Experience		
1	Certificate III or Diploma of Early Childhood Education and Care (or be enrolled and studying towards this), is mandatory.	M

M = Mandatory

D = Desirable

Additional Information

1. GLCH is an equal opportunity employer.
2. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.
3. GLCH is a child safe organisation and is committed to the safety, wellbeing, and inclusion of all children, in accordance with the Child Safe Standards
4. GLCH is committed to align our practice, policies and systems to the Multi Agency Risk Assessment Management (MARAM) framework and recognises Family Violence as a health issue.

Relationship to Performance Development and Review Plan

This position description operates in conjunction with and forms part of the relevant individual Performance Development Review Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

GLCH Values

Our work is informed by our values which include:

Courage

- We are progressive and collaborative
- We are creative and resourceful
- We are not afraid to try new things for the benefit of our community

Inclusion

- We exist to support the health and wellbeing for everyone in our community
- We celebrate and value diversity
- We are ethical, honest, reliable and fair

Compassion

- We are caring and kind to people and the planet
- We work respectfully and with integrity
- We build trust through listening and understanding

We require all employees to perform in a way that is in line with these values.

Privacy Notice:

Gippsland Lakes Complete Health respects your privacy. Any personal information collected during the recruitment process will be stored securely and only be used and shared for the purpose for which it was collected. Please contact the Human Resources Team if you require further information – humanresources@glch.org.au