

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



POSITION TITLE:	Child Care Worker
POSITION NUMBER:	2278
DIVISION:	Community Life
DEPARTMENT:	Leisure and Recreation Services
CLASSIFICATION:	Band 3A
REPORTS TO:	Program Coordinator
DIRECTLY MANAGES:	N/A
INTERNAL LIAISONS:	Centre Manager, Programs Coordinator, all Centre Staff
EXTERNAL LIAISONS:	Patrons of the Centre
DATE:	August 2024

POSITION OBJECTIVES:

This position will work co-operatively with child care staff and allied professionals to provide a safe, caring and stimulating environment for children attending the crèche service at the Leisure Centre.

POSITION RESPONSIBILITIES:

Key Responsibilities:

Provision of Child Care

- Ensure an inclusive, safe, caring and stimulating environment exists for all children and that the health and well-being of each child is a priority.
- Assist with the implementation of an age and developmentally appropriate programs for all children, individually and in group situations.
- Provide a standard of care which is in accordance with Education and Care Services National Regulations 2012, Education and Care Services National Law Act 2010, Early Years Learning and Development Framework Victoria, Early Years Learning Framework for Australia, and National Quality Standards.
- Responsible for ensuring that the Crèche room and equipment are maintained to a high standard of safety, cleanliness and repair.
- Assist the team by supporting the Centre goals and objectives.

Liaison and Resourcing

- Respond to enquiries relating to the programs, procedures and activities within the Centre and undertake general promotion of Centre through professional conduct, enquiries via telephone and feedback from parents.
- Responsible for ensuring confidentiality, professionalism and discretion is maintained at all times.
- Maintain positive and effective communication with parents, staff and visitors.

Team Building

- Maintain a co-operative and flexible attitude towards the development of a motivated and professional team.
- Assist in establishment of daily procedures and objectives for the Centre.
- Act as resource to other staff in sharing of program ideas, support and information exchange.
- Attend staff and/or committee meetings and participate in project teams as required.

Professional Development

- Attend staff and/or advisory committee meetings and participate in project teams when required.
- Understand and implement Government, Council and Centre policy, Accreditation Principles and Education and Care Services National Regulations 2012.
- Assist with recommendations for policy and/or operational changes to the Centre.
- Maintain professional knowledge, resources and skills through in-service education, sharing ideas, professional reading etc.
- Actively participate and maintain a commitment to the National Quality Standards.
- Adhere to all Council's policies and procedures as relevant to this position.
- Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

CHILD SAFE:

City of Greater Geelong is committed to being a child safe organisation and has zero tolerance for child abuse. The focus of our work is on children under the age of 18. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. We have specific policies, procedures and training in place to support employees, volunteers and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.

We are committed to:

1. Preventing child abuse occurring within our services, programs and facilities.
2. Creating an organisational culture of child safety.
3. Setting clear expectations of employees, volunteers and contractors as to what is required to keep children safe.
4. Ensuring employees, volunteers, contractors are clear about their responsibilities when they suspect abuse of a child.
5. Ensuring all suspected abuse is reported and fully investigated.

KEY SELECTION CRITERIA:

Qualifications:

- Certificate III in Children's Services or equivalent together with practical experience in the care of pre-school children.
- Anaphylaxis Awareness (21827VIC) or First Aid Management of Anaphylaxis (21659VIC).
- Certificate in Emergency Asthma Management (Asthma in Childcare).
- Current Level 2 First Aid and updated CPR is desirable.
- Current Working With Children's Check.

Essential:

- Practical experience in the care of pre-school children.
- Sound knowledge of the development of children and proven ability to plan appropriate programs.
- Ability to make recommendations to senior staff on planning and implementation of child care programs within the Centre.
- Ability to identify Health and Safety issues pertaining to the work environment.
- Ability to ensure confidentiality, professionalism and discretion is maintained.
- Demonstrated ability to show care and responsibility and have no history of neglect, abuse or violence towards children.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- General responsibilities relating to the day to day operation of the Centre Creche while working as a member of a team and ensuring a high quality temporary childcare provision.
- Undertake duties in accordance with all legislative requirements and council policy and procedures.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- In consultation with room staff, make recommendations to the Program Coordinator regarding child care programs within the Centre.
- Bring to the attention of the Program Coordinator, any Health and Safety or operational issues pertaining to their work environment.

SPECIALIST SKILLS AND KNOWLEDGE:

- Proven ability to plan appropriate programs for children using the service.
- Well-developed skill in observing and interpreting children's behaviour and demonstrated ability to relate effectively to young children.
- Sound knowledge of Education and Care Services National Regulations 2012, Education and Care Services National Law Act 2010, related legislation and Council's OHS Policies, National Quality Standards, and a sound knowledge of the Early Years Learning and Development Framework.

MANAGEMENT SKILLS:

- Ability to manage own time and organise tasks.
- Implement human resources policies and practices.

INTERPERSONAL SKILLS:

- Demonstrated ability to work co-operatively with team members.
- Demonstrated excellent skills in communication and public relations
- Demonstrated ability to maintain confidentiality at all times.
- Demonstrated ability to be innovative with in the programs
- Demonstrated ability to work ethically at all times.
- Demonstrated ability to be enthusiastic and self-motivated.
- Positive approach to shared decision making.
- An understanding of and acceptance of differing social and cultural values and attitudes to raising children.