



Position Description

Child Care Worker (Certificate III)

Charles Sturt Children's Centre

Division of Finance

Classification 2

Delegation band [Delegations and Authorisations Policy \(see Section 3\)](#)

Special conditions Appointment is conditional upon the successful applicant producing, satisfying and maintaining a "Working with Children Check", in accordance with the Commission for Children and Young People Act (NSW).

As part of this recruitment, a pre-employment functional screening is required.

The NSW Public Health (COVID-19 Vaccination of Education and Care Workers) Order 2021 requires all childcare workers to be vaccinated against COVID-19. Accordingly, employees are required to provide evidence of their vaccination status or of a valid exemption.

Workplace agreement [Charles Sturt University Enterprise Agreement](#)

Date last reviewed October 2021



About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university's position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university’s operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting university’s eight key performance indicators:

Our Students	<ul style="list-style-type: none"> • Commencing progress rate • Student experience
Our Research	<ul style="list-style-type: none"> • Research income • Research quality and impact
Our People	<ul style="list-style-type: none"> • All injury frequency rate • Engagement
Our Social Responsibility	<ul style="list-style-type: none"> • Underlying operating result • Community and partner sentiment



Division of Finance

Charles Sturt Children's Centre

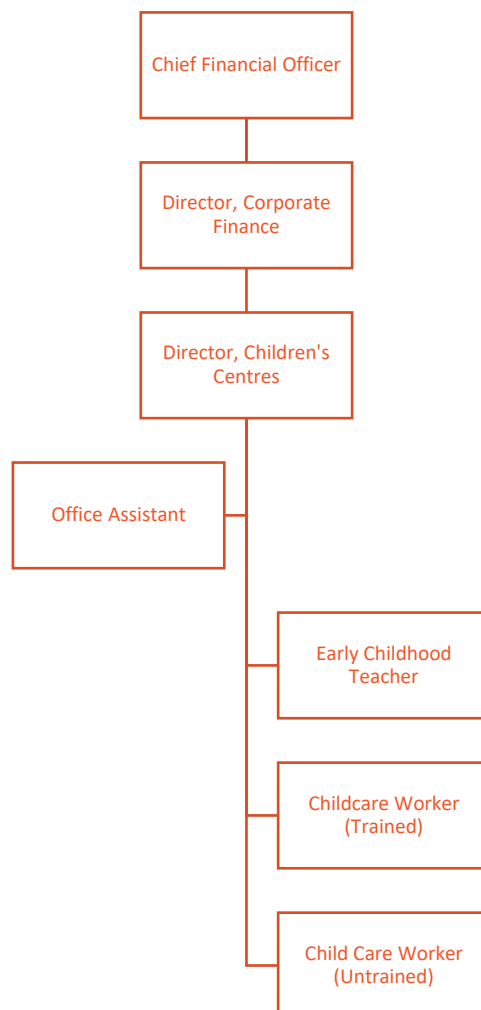
Wagga Wagga

The Early Learning and Nurture Centre is a community-based centre located on CSU's Wagga Wagga Campus. The centre is licensed to care for 58 children. We welcome children of Charles Sturt University staff and students, children of distance education students who attend Charles Sturt University residential schools, and the wider community. We cater for 16 children per day in the 0-2 age group, 20 children in the 2-3 age group and 22 children in the 3-5 age group.

Albury-Wodonga

The Murray Children's Centre provides permanent long day care services, for children 0-5 years old, for both the University and the wider community. The Centre promotes the physical, social, emotional, cognitive and linguistic development of children and offers high quality care and education in a warm, inviting, secure environment. The Murray Children's Centre programs are developed in recognition of flexibility required for meeting the individual needs of all children and their parents and carers.

Organisational chart





Reporting relationship

This position reports to: Director, Children's Centre's

This position supervises: Nil

Key working relationships

- Children's Centre Staff
- Centre Families
- Local Community Organisations

Position overview

The role of Child Care Worker (Certificate III) is responsible for providing assistance with the general care and education of children from 0 – 5 years old and for providing relief for staff during periods allocated for preparation of activity programs

Principal responsibilities

- Assist in the general care and education of the children aged 0-6 years, as required.
- Relieve staff during periods allocated for preparing the program of activities for the children.
- Work as a member of a co-operative team, working closely with all staff to and share appropriate information about families, children's needs and incidents that occur.
- Assist with the supervision of children.
- Work with other staff to ensure that activities are prepared in advance of each session including mixing of paints and preparation of other materials and assist with setting up and packing away of activities.
- Work with individual and small groups of children as guided by qualified staff.
- Keep accurate records as required under relevant Regulation and Centre policies, for example, accident reports, daily care charts, etc
- Alert the Director to matters affecting the smooth running of the Centre, for example, new equipment requirements, maintenance requirements, etc.
- Attend to the physical, emotional, social and intellectual needs of the children.
- Assist with domestic duties and routines and contribute to the cleanliness, maintenance and tidiness of the Centre.
- Maintain positive contacts with parents, providing information about the child's day.
- Attend staff meetings.
- Attend training appropriate to the Childcare industry.
- Other duties appropriate to the classification as required.



Role-specific capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#) identified as essential or critical for success in this role.

Focus on service	Strive to meet needs and exceed expectations of our students, communities and colleagues (performance focus, quality outcomes, student welfare, equity and conduct).
Live our values	Uphold the Charles Sturt University values daily in our own behaviours and interactions with others.
Network	Bring people together and build relationships that deliver desired benefits and outcomes.
Listen closely	Dig deep to understand others, using self-insight to build team spirit and recognise efforts.
Follow instructions and procedures	Follow procedures and instructions, time keep, show commitment, keep to safety and legal guidelines.
Achieve personal work goals and objectives	Accept and tackle demanding goals, work hard, make the most of development opportunities, seek progression.

Physical capabilities

The incumbent may be required to perform the following.

- Sufficiently physically agile in order to react quickly to prevent incidents and to prevent injury occurring to children, self and others.
- Physically able to lift small children up to 5 years of age (approximately 20 kgs), noting that the need to lift children aged 3 to 5 would be an infrequent activity and that for most situations equipment is provided to assist with children in this age bracket.



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. A Certificate III in Children's Services with completion of Year 12 with 0 to 12 months relevant work experience; or completion of Year 10 and 2 to 3 years relevant work experience; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Experience working with young children (preferably in a childcare or pre-school environment) with awareness of Child Care Services Regulations and National Quality Standards.
- C. Ability to work independently and as a member of a professional team to ensure the delivery of high-quality care for young children.
- D. Excellent communication, interpersonal and customer service skills.
- E. Ability to identify risk and problem solve in relation to ensuring the health and safety of young children, staff and visitors.

Desirable

- F. Current First Aid Certificate
- G. Strong commitment to equal opportunity

