

Centre Assistant

STATEMENT OF DUTIES

MARCH 2022

Number	Generic
Portfolio	Schools and Early Years
Branch	Child and Family Learning Centres
Section/Unit/School	Specified Child and Family Learning Centre
Supervisor	Centre Leader
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 2
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time, up to 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	Statewide

Context

Child and Family Learning Centres (CFLCs) are for children, and their families, from pregnancy to five years. The purpose of CFLCs is to improve the health and wellbeing, education and care of Tasmania's very young children by supporting parents and enhancing accessibility of services in the local community.

Primary Purpose

Provide operation and administrative assistance to the Child and Family Learning Centre (CFLC) team to improve access, participation and engagement of children and their families with a range of integrated CFLC programs and services.

Level of Responsibility/Direction and Supervision

Responsible for liaising with families and service providers and the efficient completion of tasks, under the direction of the Centre Leader (or other person as designated). May assist staff in supporting the physical and emotional wellbeing of children and their families.

General supervision of day-to-day work is provided, with closer direction and guidance for specific or new tasks.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Assist the CFLC team with a range of routine tasks to improve child and family engagement, participation and access to CFLCs and support services. These may include, but are not limited to:
 - liaising with families and service providers to support the delivery of high-quality integrated services
 - scheduling activities and setting up safe, welcoming and accessible play spaces and learning environments
 - providing core support for early learning and adult learning sessions, including child supervision
 - assisting with transport (as required) to increase child and family participation in scheduled activities.
2. Build positive relationships to guide, assist and support children and families to access a range of integrated Early Years services.
3. Provide administrative assistance to the team, including but not limited to word processing, basic data processing, laminating, photocopying and printing.
4. Prepare (as directed) teaching and learning materials, and support the delivery of individual and group educational programs.
5. Maintain high standards of hygiene in the handling, preparation, serving and storage of food.
6. Maintain stores and equipment and ensure appropriate standards of cleaning are adhered to for kitchen and play equipment.

7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
8. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

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1. Proven effective communication and interpersonal skills with both adults and children.
 2. Proven capacity to work as part of a team and be adaptable and flexible.
 3. Proven administrative and organisational skills and a capacity to act independently within established guidelines, using initiative, discretion and sound judgement.
 4. A good standard of numeracy and literacy, including digital literacy, with personal skills of accuracy, precision and creativity.
 5. Knowledge, or the ability to acquire knowledge, of the Early Years Learning Framework.
 6. An understanding of general health and safety requirements.
 7. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Desirable

- Tertiary qualifications and/or experience in child care, community service, health and/or education support

Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 964915 – Manager Vacancy and Staffing Services – January 2016

Request:

Date Duties and Selection Criteria Last Reviewed: 03/2022 RG
