



# Position Description

## Child Care Worker (Certificate III)

Charles Sturt Children's Centre

Division of Finance

<b>Classification</b>	Level 2
<b>Delegation band</b>	<a href="#">Delegations and Authorisations Policy (see Section 3)</a>
<b>Special conditions</b>	<p>Pre-employment Functional Screening is required.</p> <p>The 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).</p>
<b>Workplace agreement</b>	<a href="#">Charles Sturt University Enterprise Agreement</a>
<b>Date last reviewed</b>	April 2022



# 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:

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



## Division of Finance

### Charles Sturt Children's Centre

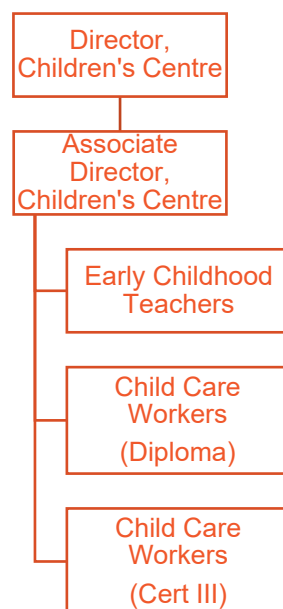
The Division of Finance provides a range of corporate services involving finance, accounting operations and systems, legal services and the operation of commercial and campus-based services and University enterprises, including Residence Life.

Operating since 1995, the [Murray Children's Centre](#) is a university-based Early Childhood Centre, located on the Charles Sturt Albury-Wodonga Campus.

The centre complies with ACECQA National Regulations, achieving an 'exceeding' rating, and is licensed for 71 places per day. Murray Children's Centre is dedicated to exemplary professional practice and ethical early childhood research.

We offer learning experiences to children from birth to five years in an innovative and inclusive centre that is guided by exemplary practice and research. Our centre is open to all children in the university and surrounding communities.

### Organisational chart



### Reporting relationship

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

**This position supervises:** N/A

### Key working relationships

- Director, Children's Centre
- Children's Centre Staff
- Centre Families
- Local Community organisations



## Position overview

The role of the Child Care Worker (Certificate III) is responsible for providing assistance with the general care and education of children from 0 – 6 years old and for providing relief for staff during periods allocated for the 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 cooperative team, working closely with all staff and sharing appropriate information about families, children's needs and incidents that occur.
- Assist with 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 the 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 contact 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.

<b>Live our values</b>	Uphold the Charles Sturt University values daily in our own behaviours and interactions with others.
<b>Network</b>	Bring people together and build relationships that deliver desired benefits and outcomes.
<b>Listen closely</b>	Dig deep to understand others, using self-insight to build team spirit and recognise efforts.
<b>Follow instructions and procedures</b>	Follow procedures and instructions, time keep, show commitment, keep to safety and legal guidelines.

## Physical capabilities

The incumbent may be required to perform the following.

- Perform in an accurate and timely manner push/pull, reaching, grasping, and fine manipulation tasks, including lifting children up to five years of age (approximately 20kgs), noting that the need to lift children aged 3-5 years would be an infrequent activity and that in most cases equipment is available to assist with lifting children in this age bracket.
- Be sufficiently agile to react quickly to prevent incidents and prevent injury from occurring to children, self and others.



## 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 up 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 day care or pre-school environments) 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 risks 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.



● - Capital city ● - Campus location

