



## POSITION DESCRIPTION

<b>POSITION</b>	<b>Child Care Worker</b>
<b>CLASSIFICATION</b>	<b>Band 3</b>
<b>DIVISION</b>	<b>Communities</b>
<b>DEPARTMENT</b>	<b>Family and Youth</b>
<b>LOCATION</b>	<b>Lakewood and Candlebark Child Care Centres</b>
<b>DATE PREPARED</b>	<b>October 2009</b>

### POSITION OBJECTIVE

- To provide a safe and stimulating environment for children and ensure the provision of a quality service that is accessible, flexible and responsive to the needs of families and community.

### DUTIES AND RESPONSIBILITIES

#### Develop and Maintain Appropriate Programs for Children

- Assist in providing an environment that caters for child's needs with regards to safety, health, nutrition, personal development and general well being.
- Promote the individual child's needs with regard to safety, health, nutrition, personal development and general well being.
- Assist in the planning, implementing and evaluating of a well balanced program that meets each child's developmental needs as individuals and as part of a group.
- Promote optimum learning environment that promotes physical, social, cognitive and emotional growth for each child.
- Guide children's behaviour in a positive manner that encourages children to acknowledge individual rights, needs and feelings. Focusing and enhancing each child's strengths and developing self esteem.
- Work in accordance with the Children's Services Centres Regulations 2009, the Children's Services Act 1996, and actively participate in the National Child Care Accreditation and Quality Improvement System.
- Under direction, undertake work with individual children with additional needs.
- Actively participate and maintain a commitment to the National Child Care Accreditation and Quality Improvement System, and promote and practise The Australian Early Childhood Association Code of Ethics.
- Provide an environment that caters for child's needs with regards to safety, health, nutrition, personal development and general well being.
- Maintain appropriate and confidential records of children's development, and ensure relevant records are made available for discussion with parents.
- Actively participate in the daily routine duties involving preparation, organisation and room management to ensure a safe, clean and healthy environment for the children.

- Ensure all children are timed and signed in and out of the Centre by parents daily according to child care regulations and centre procedures.

### **Promoting Parent Participation and Community Awareness**

- Provide an environment and atmosphere which will cater for the individual child and its family's varying needs.
- Provide an opportunity for communication and information exchange about individual children with parents in relation to the Program and day to day operation of the Centre.
- Communicate and liaise with parents and staff regarding individual children in care and reporting observations when necessary.
- Assist in utilising community resources and encourage parents to use their available resources in the families' participation of the Service.

### **Staff Direction and Supervision**

- Promote a supportive working environment in which team relationships can function effectively
- Liaise closely with other Staff members to provide a warm and caring atmosphere.
- Participate in the provision of appropriate Staff development.
- Participate actively in staff meetings and be supportive and active team member.
- Communicate with other Staff to enhance awareness of Staff's individual needs.
- Promote a supportive working environment in which team relationships can function effectively.

### **Administration**

- Liaise with Council Officers and Specialist Staff.
- Provide awareness and understanding of Centre and Council policies and procedures.
- Provide assistance in ensuring there is an effective and workable emergency evacuation.
- Procedure available to all Staff within the Centre.
- Maintain a healthy and safe working environment in accordance with Council's Occupational Health and Safety / Risk Management policies and procedures and the requirements of the Occupational Health and Safety Act (2004).
- Perform other duties as required within the position occupant's skills and abilities

### **Customer Services**

- Develop strong and positive relationships with both internal and external customers.
- Contribute to the development of high quality customer services across the Division.
- Respond positively and punctually within specified timelines to customer enquires and requests.
- Adhere to the performance standard in the Corporate Customer Charters

## Corporate Responsibilities

- Comply with all Council policies, procedures and guidelines including those relating to Occupational Health & Safety, Equal Opportunity (including harassment and bullying), Privacy and Code of Conduct.

## ORGANISATIONAL RELATIONSHIPS

<i>Reports To</i>	Child Care Centre Coordinator
<i>Supervises</i>	Child Care Workers, Students, Volunteers and children
<i>Internal Liaisons</i>	Children's Services Coordinator, Family and Youth Manager, Child Care Workers, Cook and other Children's Services Staff
<i>External Liaisons</i>	Relevant specialist and professionals, Community Services staff and parents

## EXTENT OF AUTHORITY AND ACCOUNTABILITY

- Liaise with all staff in the implementation of Programs.
- Ensuring that support is provided to the Qualified Child Care Worker and Co-ordinator as required in all aspects of the centre's work areas.
- Responsible for the delivery of a high standard of customer service.
- Responsible for achieving the stated objectives within the planned time frames provided.
- Maintain accurate records in accordance with legislative requirements and Centre policies and procedures.
- Ensure the safety and well being of all children placed in their care.
- Routines and procedures are clearly defined, understood and documented, and guidance and advice is always available.
- Ensure Council's Risks, OHS and Injury Management Plans are observed and complied with at a personal level.
- Cooperate with Council in relation to any action taken to comply with the Occupational Health and Safety Act.
- Ensure that no actions are taken by the officer interfere with or place at risk the health and safety of self or any other person at the workplace.
- Ensure compliance with all privacy legislation and treat all information of a personal and sensitive nature concerning the business of Council, ratepayers and residents in a professional and confidential manner.
- Follow through with administrative tasks within allocated timeframes.
- Responsible for the delivery of a high standard of customer service.

## JUDGEMENT AND DECISION MAKING

- Support decisions related to the day to day operations of the room and regarding children's development and well-being.
- In consultation with the room leader, seek to initiate changes to the program content and direction.

- Display relevant problem solving skills using appropriate procedures and guidelines, or acquired competence and knowledge.

## **SELECTION CRITERIA**

### **QUALIFICATIONS AND EXPERIENCE**

#### **Essential**

- Minimum qualification in Certificate 3 Children's Services, in accordance with the Children's Services Centres Regulations 2009.
- Demonstrated experience in a child care setting.
- Current First Aid Certificate.
- Anaphylaxis certificate

#### **Desirable**

- Asthma management certificate

### **SPECIALIST SKILLS AND KNOWLEDGE**

#### **Essential**

- Time management skills.
- Knowledge of quality Child Care Programs for 0 – 6 year old children aged children.
- Ability to provide a healthy and safe, nurturing and stimulating environment for children.
- Understanding of child development and behaviour guidance.
- Commitment to abide by the Australian Early Childhood Association Code of Ethics and all Council and Centre policies, and ncaac guidelines.
- Have the physical ability to undertake the requirements of the position to be able to support the health, safety and well being of children in care.

#### **Desirable**

- An understanding of the philosophy under which Council's Children's Services operate.
- Awareness of the importance of professional development.

### **INTERPERSONAL SKILLS**

#### **Essential**

- Demonstrated ability to communicate with parents, children and colleagues.
- Ability to work flexibly in a team environment.
- Positive approach to shared decision making.

### **MANAGEMENT SKILLS**

- Ability to manage own time, organise tasks and supervise child care assistants, volunteers and students.
- Ability to implement human resources policies and practices.

## GENERAL INFORMATION FOR APPLICANTS

### Employment Contract

This position is permanent part time working 25 hours per week and additional hours as required. The position is classified at Band 3A and paid at \$20.51 per hour plus superannuation under Frankston City Council's Enterprise Agreement (No.5) 2007.

### Qualifying Period of Employment

The successful candidate will be subject to a 6-month qualifying period in accordance with the Workplace Relations Act 1996 as amended.

### Working With Children Check and National Police Records Check

A Working with Children Check and a National Police Records Check are requirements to undertake this type of work.

### Superannuation Choice

Vision Super "Super Saver Accumulation Plan" (9% Employer Contribution). A choice of fund is available provided the Vision Super's 'Clearing House' facility is used.

### Privacy and Your Job Application

Frankston City Council is committed to ensuring your application is handled respectfully and in accordance with the requirements of the Victorian Information Privacy Act 2000 as follows:

- Any application submitted will be treated as strictly confidential.
- The personal information you submit as part of your application is collected for the purpose of assessing your application in accordance with the selection criteria outlined in this position description.
- Your application, including your personal information, may be stored until the position is filled, and if you are the successful candidate, will be stored in your personal file.
- Frankston City Council may disclose your personal information to your nominated referees.
- In submitting your application, you may provide us with the personal information of others, for example, the names and contact details of your referees. In this case you are encouraged to inform your referees that you are disclosing that information to Frankston City Council and that information may be stored until the vacancy is filled. If you are the successful candidate, the information may be stored on your personal history file.
- If you would like to enquire about the handling of your personal information, please contact Organisation Development on 9784 1835.

### Employer of Choice

Frankston City Council enjoys an emerging reputation as an 'Employer of Choice'. For the third consecutive year we received recognition from the Managing Work Life Balance Benchmarking Study as being ranked in the top 25 organisations around Australia for its Work Life Balance policies and practices. Our annual employee survey has ranked our employee satisfaction rating ahead of the municipal benchmark for since 2002.

Frankston City strives to provide a family friendly workplace, flexible working arrangements and holds a strong commitment to ensuring a work environment that is free of harassment and bullying.

Frankston City Council offers a range of Reward and Recognition Awards to acknowledge outstanding work performance.

### Application Process

Applications, quoting the position title, are to be addressed to Jennie Bentley, Human Resources Coordinator, Frankston City Council, PO Box 490, Frankston, 3199, Email: applications@frankston.vic.gov.au or faxed on (03) 9784 1099 and must be received by Thursday 12<sup>th</sup> November, 2009.

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**General Manager  
Communities**