

POSITION DESCRIPTION



1. POSITION DETAILS

Position Title: Child Care Worker (Trained)

Division: City Life

Unit: Social Programs & Services, Child & Family Services

Management Level: Worker

2. ORGANISATIONAL RELATIONSHIPS

Position Title of Supervisor:

Centre Coordinator

Titles of Positions which report to this are:

Nil

Contractors for which this position is responsible:

Nil

3. PRIMARY PURPOSE OF POSITION

Provide care and supervision to children enrolled at City of Sydney Child & Family Services.

Develop, implement and evaluate educational programs for children that are underpinned by the National Quality Standards and Early Years Learning Framework.

Comply with regulations and legislation pertaining to the early childhood education and care industry and City of Sydney policies and procedures.

4. POSITION OBJECTIVES

The major objectives to be achieved by the Child Care Worker (Trained) are;

- Consistently provide a high level of care and education to children enrolled at the service.
- Maintain a flexible approach that is responsive to the individual developmental needs of children.

- Ensure that the care provided is sensitive to and respectful of the varied cultural, religious, social and economic backgrounds of children and their families.
- Develop programs that match and keep pace with the changing developmental needs of individual children of all age groups that are underpinned by the National Quality Standards and Early Years Learning Framework.
- To be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

5. POSITION ACCOUNTABILITIES

- Develop, implement and evaluate, in consultation with other service staff, programs appropriate to the individual needs and interests, taking into consideration family needs and cultural backgrounds of each child.
- Maintain developmental and program records of children as required.
- Document the program in accordance with the National Quality Standards and Early Years Learning Framework.
- Ensure active supervision of children is maintained at all times.
- Demonstrate positive guidance of children's behaviour according to the City's Behaviour Guidance policies.
- Assist in the coordination and allocation of daily tasks and responsibilities.
- Provide activities that aim to promote and develop the social, emotional, physical and cognitive needs of children.
- Share relevant records and observations with parents, as well as seek their involvement in developing and implementing service programs and policies.
- Promote a healthy, welcoming and safe environment within the service.
- Maintain confidentiality in regard to all matters related to children and their families.
- Provide for the total needs of children throughout the day.
- Administer medication, as well as monitor children on medication on a regular basis.
- Record and maintain records concerning children's accidents, illnesses and medication.

- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position.

This position has been identified as 'child related employment' under the Commission for Children and Young People Act 1998. Relevant Working With Children Check and criminal record check will be conducted to ensure the suitability of recommended applicants

It is an offence under the Commission for Children and Young People Act 1998 for a prohibited person to be employed in this position. A prohibited person is someone who has been convicted of a serious sex offence. Incumbents to this position will be required to make a disclosure as to whether they are or are not a prohibited person.

6. **WORK, HEALTH & SAFETY RESPONSIBILITIES**

Workers have an active role to play in the Safety Management System (SMS). Workers have the following responsibility, authority and accountability:

- Working safely so as not to put yourself or others at risk
- Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented
- Cooperating and complying with safe work method statements, policies and procedures and participating in their development
- Reporting all accident, incidents and hazards to your supervisor immediately and participating in accident/incident investigation and risk management activities
- Attending WHS training
- Complying with the requirements of the City's Return to Work program

A full list of WHS responsibilities and accountabilities are available within the City's SMS document; Responsibility, Authority and Accountability (RAA) Matrix.

7. **AUTHORITY TO ACT**

- The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.
- All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life

threatening situations or those that could result in loss of limb or other significant lost time injury.

8. SELECTION CRITERIA

Essential Criteria

- Diploma in Children's Services, or approved equivalent (as approved by ACECQA).
- Working with Children Check Certification.
- Current First Aid, Asthma and Anaphylaxis qualifications (as approved by ACECQA).
- Demonstrated practical experience in the provision of an early childhood education and care service for children aged 0-5 years, including active supervision and behaviour guidance.
- Ability to plan, implement and evaluate an educational program based on the Early Years Learning Framework.
- Demonstrate a strong commitment to the provision of high quality early childhood education and care.
- Ability to work in and contribute to a supportive and cooperative team environment.
- Demonstrate highly effective interpersonal skills and the ability to liaise with parents and other community agencies.
- Demonstrate effective written and oral communication skills.
- Have an understanding of the National Quality Framework including the National Quality Standards and Education and Care Services National Law & Regulations.
- Have an understanding of Child Protection Legislation and its application in early childhood education and care settings.
- Demonstrate a commitment to Equal Employment Opportunity, Work, Health and Safety and Cultural Diversity principles.

Desirable Criteria

- Understanding of family and community needs in the City of Sydney local government area.