POSITION DESCRIPTION
CHILD CARE WORKER - CERTIFICATE III

REPORTS TO: Service Director (Nominated Supervisor)

SUBORDINATE POSITIONS: Nil

AWARD: Wollongong UniCentre Children’s Services Agreement

SECTION: Children’s Services

JOB SUMMARY

To work in a team which provides high quality early childhood education and care to children. To develop relationships which support families.

CUSTOMER SERVICE:

1. Have an actively anti-bias approach which is reflected in interactions with children, families and employees
2. Provide a safe, supportive, stimulating and educational environment for children aged 0-5 years.
3. Develop and maintain positive partnerships with families and form relationships with children which are comforting and nurturing.
4. Keep up to date with current developments in the Early Childhood field.
5. Advocate for Children and families and be available as a resource person to families.
6. Share information with families relating to their child and the daily activities of the service.
7. Protect children and their rights, ensure they are safe and adequately supervised at all times.
8. Be aware of children’s additional needs/requirements in diet/allergies etc.

FINANCIAL CONTROL:

9. Not Applicable

PEOPLE AND CULTURE:

10. Understanding of the National Quality Framework and Standards, the service philosophy of Education and Care along with the National Early Years Learning Framework and committed to the implementation of these processes.
11. Develop an understanding of and commitment to the components of the Reggio Emilia pedagogy which support our philosophy and participate in the implementation of the program.
12. Encourage families to participate in service decision making and experiences.
13. Develop positive channels of communication to ensure the smooth running of the service and contribute towards a healthy team environment.
14. Guide and support employees to implement the program along with collaboration with employees to ensure the program is continually improving.
15. Participate in ongoing professional development (LDP) and training programmes.
BUSINESS PROCESS AND INNOVATION:

16. To work according to the Australian Early Childhood Code of Ethics, as adopted by Wollongong Unicentre Children’s Services

17. Work according to the Education and Care Services National Regulations under the Education and Care Services National Law.

18. Must ensure compliance with all requirements of NSW Child Protection Act and subordinate legislation.

19. Ensure compliance with all regulations, licensing guidelines along with the Wollongong UniCentre Children’s Services Policies and Procedures.

20. Participate and contribute to the development, review and implementation of the Quality Improvement Plan (QIP)

21. Have a working knowledge of Scientific Brain Research and the implications for education and care.

22. Administer first aid or medication in compliance with policies and procedures.

23. Assist with administrative duties as required.

24. Awareness of the Student, Child Care Benefits, Subsidies and Government Funding.

25. Ensure the service Director is informed of any issues arising which would affect the children or the smooth running of the service.


27. Assist with the implementation of daily routines

28. Maintain ongoing records of the child’s development and daily information

29. Ensure a high standard of hygiene in compliance with policies and procedures.

30. Maintain Supplies and equipment levels for the room or centre.

OTHER:

31. Undertake shift work, attend professional development and meetings after hours as required.

32. Ability to use Information Technology.

33. Assume an equal share of housekeeping duties and ensure equipment is respected and maintained to an optimal level of safety.

34. Attend parent meetings as required

35. Perform other duties as requested by the Director.

WORK HEALTH AND SAFETY:

36. Maintain a clean and safe work environment while complying with all UniCentre safety policies and procedures.
37. Work within guidelines as detailed in the relevant Standard Work Method Statements (SWMS).

38. Report all workplace accidents and hazards to your supervisor. Implement immediate action for identified hazards if able to do so safely.

39. Participate in workplace consultative meetings as required and recommend improvements to relevant Standard Work Method Statements.

40. Ensure that all tasks are conducted in a manner consistent with the Standard Work Method Statements.

Signed: ___________________________ Date: ________________

Employee

Signed: ___________________________ Date: ________________

Manager
PERSON SPECIFICATION

Knowledge and Skills

- Demonstrated advanced level of organisational and administrative skills
- Demonstrated computer skills including MS Office applications and ability to use information technology.
- Demonstrated high level of problem solving skills, including confidence in reacting to unexpected operational issues through to resolution.

Education and Experience

- Certificate 3 in child care studies
- Senior First Aid Certificate, Anaphylaxis, Asthma Management Certificates
- Acceptance by the Commission for Children and Young Persons, under the Working with Children Check
- Certificate in VETAB accredited course ‘CHCPR01’ – Identifying and responding to children and young people at risk

Personal Attributes

- Excellent written and verbal communication skills with the ability to develop positive relationships with children, families and colleagues.

Special Job Requirements

- Ability to work some flexible hours to meet business demands.

*All applicants are strongly advised to address each criterion individually in their application*