

Job Description



Position Title	Childcare Professional
Physical Location	Minya Porlar Creche, Murray Bridge
Geographical Responsibilities	Murraylands
Appointment Type	Permanent part time
Classification Code	As per the ACC ECA 2009
Date	19 February 2010

ac.care refers to Anglican Community Care Inc which is the legal entity of the organisation.

JOB SPECIFICATION

Summary

To assist in the provision of secure, safe and stimulating care to children at Minya Porlar Creche.
To treat each child with respect and dignity and acknowledge the individual values of their families.

Reporting/Work Relationships

- Responsible to the Creche Program Manager.

Special Conditions

- Undertake a Police Check.
- Some out-of-hours work may be required.
- May be required to travel intra/interstate including overnight absences.
- Participate in an annual developmental review process.
- The position will involve some after hours on-call duties.
- Current driver's licence is essential.

Key Responsibilities

1 Contribute to the provision of a high quality Child Care service by:

- Demonstrating a genuine interest in the needs of children and their families through the provision of quality care which reflects an awareness of the safety and well being of each child.
- Developing, implementing and actively participating in programs that provide a diverse and interesting range of experiences and routines appropriate and responsive to the needs of each child in care.
- Contributing to a positive sense of teamwork through effective communication with all staff and line manager.
- Ensuring the provision of optimum health and safety conditions by maintaining an attractive, safe and hygienic indoor and outdoor environment.
- Communicating and acting in a positive and co-operative manner with parents and guardians about relevant aspects of their child's behaviour and development whilst maintaining confidentiality.

2 Contribute to the effective management and promotion of the organisation by:

- Working collaboratively with other ac.care staff.
- Participate in regular staff appraisals.
- Contributing to the ongoing development of ac.care's services by involvement in service promotion and service delivery initiatives.

3 Contribute to the maintenance of a safe and congenial working environment by:

Taking reasonable care to:

- Protect one's own health and safety at work.
- Avoid adversely affecting the health or safety of any staff member through any act or omission at work.
- Report any observed risks and hazards.
- Obey any reasonable instruction that ac.care has given in relation to health or safety at work.
- Comply with all policies published by ac.care that apply to the workplace.

Taking responsibility to:

- Treat colleagues with respect, courtesy, fairness and good faith.
- Promote cooperation with colleagues to further common interests and concerns.
- Practice principles of good teamwork.

4 Other duties as directed which are coincidental to the position.

PERSON SPECIFICATION

Essential Minimum Requirements

Educational/Vocational Qualifications

- Diploma of Children's Services (or similar) or almost completed this qualification.
- Childsafe Environment Accreditation (training provided.)
- Senior First Aid Certificate (training provided).

Experience

- Experience in working with children.
- Experience in supporting staff in a positive team approach.

Personal Abilities/Aptitudes/Skills

- Effective communication skills.
- A non-judgemental attitude.
- Ability to convey a feeling of security, care and flexibility towards children and parents.
- Ability to interact with children in a positive, sensitive and respectful manner.
- Ability to manage the ever-changing number of children who may be unfamiliar with the new environment, and to meet their needs.
- Ability to effectively utilize resources – personnel, equipment and materials.
- Ability to plan and implement appropriate programs for children.
- Willingness to accept supervision and seek direction.
- Commitment to extending and updating own skills.
- Work effectively as a team member in achieving team and programme objectives.
- Flexibility and resourcefulness.
- Time management, plan and organise caseload to achieve outcomes within specified timeframe.
- Basic computer literacy.

Knowledge

- Current child care practices.

Desirable Characteristics

Educational/Vocational Qualifications

- Appropriate studies in child care or human services.

Experience

- Two years' experience working in a child care or crèche environment.

Personal Abilities/Aptitude/Skills

- Think creatively.
- Be responsive to client feedback.
- Be sensitive to the needs of different cultural groups.

Knowledge

- Occupational Health, Safety and Welfare Act.

Special Notes

Review of Job and Person Specifications

The Job and Person Specifications will be reviewed regularly as part of a performance management process to ensure performance, skills and abilities match the requirements of the position. This regular review will ensure that the Job Description is current and reflects accurately the duties carried out by the incumbent.

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