

Position Description

Position Title	Children's Services Employee
Physical Location	Minya Porlar Creche, Murray Bridge
Geographical Responsibilities	Murraylands
Classification Level	Levels 1-3 of the <i>Children's Services Award 2010</i>
Reviewed	June 2018

POSITION SPECIFICATION

Purpose of the position

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

Reporting/Work Relationships

- Responsible to the Senior Staff Member on duty, then the Director Children's Services
- Collaborative working relationships with other team members

Special Conditions

- Out of hours work including travel involving overnight absences will be required
- Satisfactory Child Related Employment Screening must be maintained in accordance with ac.care policy
- Child Safe Environment Certificate must be maintained in accordance with ac.care policy
- Provide Emergency First Aid response in an Education and Care setting certificate

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.
- Assisting in delivering programs that provide a diverse and interesting range of experiences and routines appropriate and responsive to the needs of each child in care.
- Working as an efficient member of a small team.
- Assisting in 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 Other duties as directed.

PERSON SPECIFICATION

Selection criteria – essential

- Certificate III in Early Childhood Education and Care or willing to work towards this qualification
 - Childsafe Environment Accreditation (training provided)
 - Provide Emergency First Aid response in an Education and Care setting certificate
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- Working in a team environment.
- Communicates effectively and in a manner which respects and promotes cultural diversity.
- 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.
- Assist with the implement of 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.
- Basic computer literacy.

Highly regarded

- Ability to respond to client feedback.
- Knowledge of current child care practices.
- Sensitivity to the needs of different cultural groups.
- Work Health & Safety as it relates to the role

Acceptance

Position holder signature _____

Name (printed) _____ **Date** _____