

LONGREACH REGIONAL COUNCIL Position Description

<u>Position Title</u> Childcare Assistant – Inclusion Support (Causal)	<u>Award/Salary Level range for this position</u> Children’s Services Award State – 2006 – Up to 25 hours per week Plus EBA, Locality Allowance
<u>Section</u> Community Services	
<u>Stream</u> Childcare	<u>Days & Hours of Duty</u> Up to 25 hours per week with the daily hours between 7am and 6pm (Monday to Friday). One hour for lunch. Overtime hours will only be paid on approval from accountable supervisor OT as authorised
<u>Location</u> Longreach	
<u>Incumbent:</u> VACANT	<i>Current Classification:</i> Casual <i>Last Review Date:</i>

Position Objectives

Primary Objectives

The successful applicant will be responsible for assisting in the implementation of the daily program and care situation at the Childcare Centre under the guidance and direction of Group Leaders and the Director.

Within Organisation

To adhere to and maintain all regulatory requirements under the Childcare Act (2002); Childcare Regulations (2003) Quality Improvement and Accreditation System; and WH&S Act 1995.

Organisational Relationships

Accountable Supervisor: Director Child Care Centre

Liases with: Group Leader
Other Childcare Staff
Longreach Regional Council Staff
General users of Longreach Child Care Complex

Supervises: Nil

Relieves: Nil

Extent of Authority

- The Childcare Assistant is responsible for performance in the areas of Key Responsibilities and Duties outlined above. Decisions and advice impact directly upon

Employee Initials:

Supervisor Initials:

individual customer satisfaction. The Manager Child Care Services advice also contributes to the development of organisational procedures and systems.

Position Requirements

Essential Experience/Qualifications

1. 17 years of age or above at time of appointment.
2. Suitability Card (Blue Card) through Commission for Children and Young People.
3. Current Senior First Aid Certificate
4. Enjoy working with children aged 6 weeks to 5 years including children with special needs.
5. Enthusiasm, energy and initiative.
6. Ability to work collaboratively within a team situation.
7. Willingness to participate in all aspects of the daily operations of the Childcare Complex.

Preferred/Desirable Experience/Qualifications

2. Understanding of, or willingness to learn, Childcare Legislation, Quality Improvement and Assurance System, Workplace Health and Safety procedures.
3. Workplace experience in the childcare field.

Key Responsibilities of Position

Working with children and their families:

1. Under supervision ensure a stable, safe, secure and hygienic environment for children and work towards creating a pleasant atmosphere.
2. Be involved in the delivery of the Children's Services programs by implementing daily routines and duties that underpin planning, implementation and evaluation of quality play and learning experiences.
3. Develop positive relationships with parents and interact with parents and children in warm and friendly ways.
4. Respond appropriately to children's behaviour, developmental levels and special needs.
5. Treat families and children equally and respect the diversity of backgrounds
6. Use positive forms of guidance and behaviour management.
7. Ensure active, adequate and efficient supervision of children at all times.

Working with staff:

1. Work co-operatively with other staff and provide clear communication with other team members.
2. Work co-operatively with Group Leaders and refer parents to Group Leaders on developmental or behavioural issues.
3. Maintain a positive and flexible approach to change – be prepared to work with other age

Employee Initials:
Supervisor Initials:

groups.

4. Be punctual and attend staff meetings as directed by the Director Child Care Centre or Manager Child Care Services.

Other responsibilities and duties:

1. Maintain confidentiality at all times regarding matters within the Service.
2. Work in accordance with the Child Care Act 2002; Child Care Regulation 2003; Quality Improvement and Accreditation System; and WH&S Act.
3. Work according to the Centre's Policy and Procedures at all times.
4. Keep abreast of current issues that impact of the Children's Services Industry.
5. Be familiar with medical, emergency and accident procedures.
6. Any other routine duties as directed by the Director Child Care Centre or Manager Child Care Services, Group Leader consistent with the general requirements of this position. Responsibilities and duties included in this description are subject to multiskilling.
7. Attend training and professional development as planned in the staff appraisal process and contribute to social and community activities.

**1. WH&S OBLIGATION AND RESPONSIBILITY STATEMENT
EMPLOYEES**

All employees have a legal obligation to comply with statutory and *Longreach Regional Council* WH&S Management System – SAFE PLAN, WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following statements apply to all employees, including permanent, part-time and casual employees.

Responsibilities include:

1. *Being aware of the Longreach Regional Council WH&S Management System – SAFE PLAN the WH&S Management Plan and MAPs.*
2. *Performing all work and associated functions in a safe manner.*
3. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.
4. Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WH&S procedures.
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on *Longreach Regional Council* property generally.

Employee Initials:
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1. Ability to manage time, set priorities, plan and organise one's own work.
2. Ability to work positively in changing industry and environment.
3. Ability to maintain confidentiality.
4. Current Senior First Aid Certificate
5. Current Suitability Card
6. Understanding of Child Care Act 2002
7. Familiarity with accreditation procedures
8. Ability to work effectively as a member of the child care team.
9. Ability to discuss, negotiate and problem solve.

Employee Initials:
Supervisor Initials: