

LONGREACH REGIONAL COUNCIL Position Description

<u>Position Title</u> Family Day Care/In Home Care Field Worker	<u>Award/Salary Level range for this position</u> Family Day Care Services Award, 1999. Category 2 - Category 3 – commensurate with qualifications
<u>Section</u> Community Services	
<u>Stream</u> Childcare Services	<u>Days & Hours of Duty</u> 38 hour week (Monday to Friday) 7.6 hour shift per day between 7am and 6pm One hour lunch break. OT as authorised
<u>Location</u> Longreach	
<u>Incumbent:</u> VACANT	<u>Current Classification</u>

Position Objectives

Primary Objectives

To facilitate and support the role of Child Carers and parents within the framework of Commonwealth Government guidelines under direction of the Senior Coordinator FDC/IHC.

Within Organisation

To adhere to and maintain all regulatory requirements under the Childcare Act (2002); Childcare Regulations 2003; In Home Care Program Guidelines and WH&S Act 1995.

Organisational Relationships

Accountable Supervisor: Senior Coordinator FDC/IHC

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

Supervises: Nil

Relieves: Nil

Employee Initials:
Supervisor Initials:

Extent of Authority

- The In Home Care Field Worker is responsible for performance in the areas of Key Responsibilities and Duties outlined above. Decisions and advice impact directly upon individual customer satisfaction. The Managing Director advice also contributes to the development of organisational procedures and systems.

Position Requirements

Essential Experience/Qualifications

1. 18 years of age or above at time of appointment.
2. Possess 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 12 years and adults of all ages.
5. Enthusiasm, energy and initiative.
6. Ability to work independently and collaborate with others where the need arises.
7. Willingness to participate in all aspects of the daily operations of the Childcare Complex.
8. Current Driver's License

Preferred/Desirable Experience/Qualifications

1. Currently studying, or willing to commence study; or have completed recognized childcare or early childhood qualification.
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. Ensure a stable, safe, secure and hygienic environment for children.
2. Develop positive relationships with parents and children and be able to interact in a warm and friendly manner in order to facilitate quality outcomes for all parties.
3. Respond appropriately to children's behaviour, developmental levels and special needs.
4. Treat families and children equally and respect the diversity of backgrounds
5. Be able to espouse positive forms of guidance and behaviour management.
6. Ensure active, adequate and efficient supervision of children is occurring at all times.
7. Assist in promoting understanding by families of the individual roles of all stakeholder and ensure compliance with all Commonwealth Government guidelines.

Working with staff:

Employee Initials:
Supervisor Initials:

1. Work collaboratively with other staff and provide clear communication.
3. Maintain a positive and flexible approach to change – be prepared to work flexible hours to accommodate travel and overnight stays as required.
4. Attend staff and/or specific meetings as directed by the Managing Director.

Other responsibilities and duties:

1. Maintain confidentiality at all times regarding matters within service provision.
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 on the Children's Services Industry.
5. Be familiar with medical, emergency and accident procedures.
6. Any other routine duties as directed by the Managing Director, 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.
8. Maintain your own and promote in others, a positive attitude by discussing and dealing with problems as they arise for self management of stress.

1. WH&S OBLIGATION AND RESPONSIBILITY STATEMENTS

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.

Employee Initials:

Supervisor Initials:

6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on **Longreach Regional Council** property generally.
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
8. Attending any toolbox, team talks or specific training supplied by **Longreach Regional Council**.
9. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
10. Working in a manner that will not endanger themselves, other employees or the public.
11. Report any concerns for WH&S to your Supervisor.

Position Review

Incumbent Certification

I have read the position description with pages numbered 1 to 4 which has been reviewed by my accountable supervisor and myself and I am aware of the position requirements.

_____ /_____/_____
(Signature of Incumbent) Date

Accountable Supervisor Certification

I have reviewed the position description with the incumbent of the position and am satisfied that the position description provided for the incumbent is correct.

_____ /_____/_____
(Signature of Supervisor) Date

Chief Executive Officers Certification

This position description is authorised by me.

_____ /_____/_____
(Signature of Chief Executive Officer) Date

Selection Criteria

1. Manage time, set priorities, plan and organise own work load.
2. Work positively in changing industry and environment.
3. Ability to maintain confidentiality.
4. Current Senior First Aid certificate.
5. Current Suitability Card (Blue Card).
6. Understanding of the Child Care Act 2002 or ability to quickly acquire a working knowledge.
7. Understanding of accreditation procedures or ability to acquire knowledge.

Employee Initials:

Supervisor Initials:

8. Demonstrated ability to work as a effective member of a childcare team.
9. Demonstrated ability to discuss, negotiate and problem solve.

Employee Initials:
Supervisor Initials: