



# POSITION DESCRIPTION

## CHILDCARE EDUCATOR - CASUAL

<b>Directorate</b>	Corporate and Community Services
<b>Grade</b>	4
<b>Employment Type</b>	Casual
<b>Reports to</b>	The OOSH Supervisor
<b>Staff Supervision</b>	Nil

### Position Summary

- This position is to assist the supervisor at the OOSH Before and After School and Vacation Care service.
- The hours of operation will be from 7am to 8.30am, and 3pm to 6pm each school day. A Vacation care program in school holidays will operate from 7am to 6pm.

### Key Responsibilities

#### 1. Operations

- 1.1 Liaise and consult with parents / families regarding the needs of the children.
- 1.2 Ensure the safety of children and young people at all times.
- 1.3 Monitor issues affecting the venue and ensure the Supervisor is kept up to date.
- 1.4 Contribute to the Planning and evaluating of programmes.
- 1.5 Ensure children's documentation is recorded as required.
- 1.6 Evaluate children's progress.
- 1.7 Ensure knowledge of early childhood services is current and that relevant information is accessed.
- 1.8 Maintain confidentiality at all times.
- 1.9 Ensure all equipment is maintained with any repairs or faults reported to the Supervisor as a matter of urgency

#### 2. Administration

- Undertake mandatory reporting of any child protection issues.
- Update children's attendance sheets and enrolment forms.
- Assist in accurately recording child development records and implement childcare regulations.
- Attend staff meetings.

### **3. Teamwork**

- 3.1. Participate in further development and training as identified.
- 3.2. Contribute to team planning and achievement of goals.
- 3.3. Contribute constructively to team meetings.

### **4. Customer Service**

- 4.1. Ensure a positive, welcoming introduction is provided and sustained for families and children
- 4.2. Maintain regular communication with families in a variety of ways, ensuring an open, informed relationship is developed.
- 4.3. Actively promote a positive image of Council at all times.
- 4.4. Maintain a spirit of cooperation and goodwill to individuals and organisations within the community.

### **5. Legislation and Policy**

- 5.1. Abide by all legislation relevant to the position including, but not limited to Work Health and Safety Act, Anti-Discrimination Act, Privacy Act, Local Government Act.
- 5.2. Comply with child safe policies, procedures, and code of conduct at all times.
- 5.3. Be aware of child safety risks relevant to the role and contribute to the management and mitigation of risks proportionate to role and function.
- 5.4. Abide by WHS legislation and be responsible and accountable for:
  - The prompt reporting of any dangerous situations, injuries, near misses, illnesses, and any risks to health and safety and unsafe work practices.
  - Compliance with safe work practices, WHS Program, policies and procedures.
  - Undertaking housekeeping to provide a safe and healthy workplace for yourself and others.
- 5.5. Monitor the facilities and grounds of the venue, ensuring all are maintained safely and appropriately.

## **Work Health and Safety (WHS)**

All employees have an obligation to:

- work with due care and consideration to safeguard their own health and safety and the health and safety of others, and report any potential hazards, accidents/incidents and near misses that may occur or they become aware of during the course of their work to their Manager/Supervisor
- have an understanding of the WHS requirements associated with their employment, and related legislation within scope of their position description
- complete and understand the relevant Safe Work Method Statements and Safe Operating Procedures required in their position with Council
- use and maintain all safety equipment and personal protective equipment (PPE) in accordance with relevant standards
- Have an understanding of WHS and related legislation within the scope of their position description

## Ethical Behaviour

Staff are required to comply with the Council's adopted Code of Conduct

In this regard employees are required to:

- Carry out their responsibilities with professionalism, objectivity, and integrity and in the best interests of the community
- Efficiently and effectively serve the Council
- Maintain the confidentiality of information received in the course of their duties
- Observe fairness and equity in all official dealings with the public and with other Council employees
- Avoid real or apparent conflicts of interest

## Position Criteria

### Essential Selection Criteria

- Current Working with Children's check
- Demonstrate ability to provide safe environment for children and young people and protect them from abuse and neglect.
- Ability to work cooperatively in a team.
- Ability to communicate effectively with all the stakeholders involved in a childcare facility.
- Ability to manage time effectively
- Ability to work independently, be flexible, use initiative and make sound decisions in a logical and considerate manner.
- Commitment to ongoing personal development and training.
- Demonstrated commitment to customer service.
- Understanding of Work Health and Safety (WHS) issues applying to workplaces and Council Policies and procedures.
- NSW Class C Drivers Licence

### Desirable Selection Criteria

- Demonstrated knowledge of the Early Years Learning Framework, National Quality Standards and Education and Care Services National Regulations
- Current First Aid, Anaphylaxis training & Asthma training
- High School Diploma or equivalent

## Equal Employment Opportunity

Lockhart Shire Council is committed to the development and implementation of its Equal Employment Opportunity Management Plan which is designed to develop a more creative and skilled workforce to provide better services to the community.

## Councils Policy, Guidelines and Procedures

Employees are required to comply with Council Policies, Management Guidelines and Procedures.

## Disclaimer

*This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. Employees can therefore expect to undertake other duties in addition to those identified. Employees are also required to align their behaviours with our workplace principles.*

## Certification and Acknowledgement

I understand and will perform the tasks/responsibilities required of the position and confirm that I have no injury, disability and/or other reason which would prevent me from undertaking the job to the performance standard required by Council

\_\_\_\_\_  
Name of Supervisor/Manager  
(please print)

\_\_\_\_\_  
Name of Incumbent  
(please print)

\_\_\_\_\_  
Signature of Supervisor/Manager

\_\_\_\_\_  
Signature of Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date