

Child Care Assistant POSITION DESCRIPTION



Position Number:	1541
Department:	Community Services
Section:	Communities and Culture
Unit:	Library and Child Services
Position Status:	Permanent Full Time
Classification:	Level CSW 1 Year Qualified Year 1 to 3 Adult - Rockhampton Regional Council Child Care Workers Certified Agreement 2018 – Internal Employees
Reports To:	Director City Child Care Centre
Revised:	September 2020

General Position Statement

This position supports Council's direction by providing quality child care in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff and the public.

You will establish respectful and positive relationships with team members, children and families to ensure positive outcomes for all children. You will support team members and work with the Director, Educational Leader and the Group Leaders to contribute to a culture of ongoing reflective practice.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Provide positive and responsive care for children with a focus on their developmental and routine needs in line with the National Quality Framework.
- Contribute to providing effective and stimulating programs.
- Follow room routines, goals and expectations set by your Group Leader including observations of allocated children.
- Engage with and ensure supervision of all children at the Centre.
- Ensure the environment is maintained in a safe and hygienic manner at all times.
- Build and maintain respectful and positive relationships with team members, children and families.
- Support a culture of reflective practice and continuous improvement.
- Maintain a professional approach to work matters and the Unit.
- Refer matters that may impact upon the business, Council and employees to the Director, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

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Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated experience working in a similar role within a child care centre or early years learning environment.
- Demonstrated experience working with the National Quality Framework.
- Developing knowledge and understanding of statutory requirements relevant to the work area
- Knowledge and understanding of policies and procedures relevant to the Unit.
- Ability to effectively operate Council's computer systems including the MS Office Suite.
- Communicate Effectively - Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration - Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management - Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving - Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making - Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk - Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service - Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement - Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change - Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Manage Resilience and Wellbeing - Commitment and the ability to participate in safety programs to support safety, health and wellbeing in the workplace.

Qualifications

- Possess an early childhood qualification approved by the Education and Care Services National Regulations (Certificate III Early Childhood Education and Care, formerly referred to as Certificate III in Children Services).
- Blue Card for working with Children and Young People. This position falls under the definition of regulated employment in the *Working with Children (Risk Management and Screening) Act 2000* and as such, persons seeking engagement in this position must undergo screening checks under the blue card system administered by the Department of Justice and Attorney-General.
- Possess a First Aid in Childcare Certificate and CPR plus Certificate.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.

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- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council. *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Work Environment and Physical Demands

- This position is an indoor/outdoor role and will require the employee to carry out physical tasks which may include manual handling of up to 20kg, repetitive bending, kneeling, twisting and/or squatting.

Additional Requirements

- Ability to work in a child care environment both indoor and outdoor.
- A willingness to undertake Responsible Person in Charge as required.
- Ability to legally operate a motor vehicle under a “C” Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Ability to be immunised against Hepatitis A&B, Tetanus, MMR (Measles, Mumps, Rubella), Varicella (Chickenpox), Pertussis (Whooping Cough) and Influenza.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council’s Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	