

Child Care Assistant POSITION DESCRIPTION



Position Number:	3813
Department:	Community Services
Section:	Communities and Culture
Unit:	Library and Child Service
Position Status:	Casual
Classification:	Level CSW 1 Year Qualified Year 1 Adult (dependant on skills and qualifications – Junior rates apply) - Rockhampton Regional Council Certified Agreement 2018 – Internal Employees
Reports To:	Director City Child Care Centre
Revised:	February 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.

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 focusing on their developmental and routine needs within a diverse social context.
- Assist the group leader to plan, implement and evaluate stimulating, safe and effective programs for children of all ages using the Early Years Learning Framework.
- Work with the group leader to observe, record and analyse the development of children in care on a regular basis.
- Supervise children in care at the Centre, ensuring the maintenance of a safe and hygienic environment at all times.
- Maintain effective communication with children, families and other staff.
- Maintain a professional approach to work matters and the Unit.
- Comply with the Education and Care Services National Regulations, Education and Care Services National Law QLD Act 2011 and the National Quality Standards.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor 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 professional experience working in a similar role within a team.
- Knowledge and understanding of/or the ability to rapidly acquire knowledge and understanding of the Education and Care Services National Law QLD Act 2011, Education and Care Services National Regulations and National Quality Standards.
- Basic numeracy and computer keyboard skills.
- Ability to develop knowledge of work practices and policies relevant to the Unit.
- A willingness to complete further personal and professional studies.
- 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.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.

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.
- Current First Aid and CPR 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.
- *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.

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Additional Requirements

- Ability to work in a child care environment both indoor and outdoor.
- 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:	