WOLLONGONG UNICENTRE POSITION DESCRIPTION

CHILD CARE WORKER

RESPONSIBLE TO: SERVICE DIRECTOR (NOMINATED SUPERVISOR)

SUBORDINATE POSITIONS: NIL

SECTION: CHILDREN’S SERVICES

JOB SUMMARY

To work in a team which provides high quality early childhood education and care to children.
To develop relationships which support families.

QUALIFICATIONS

Certificate 3 in Children’s Services
First Aid Certificate
Acceptance from Working with Children Check

KEY ACCOUNTABILITIES

1 GENERAL RESPONSIBILITIES

a) To work according to the Australian Code of Ethics, as adopted by Wollongong UniCentre Children’s Services.
b) To work according to the Education and Care Services National Regulations under the Education and Care Services National Law.
c) To comply with the policies and procedures of UniCentre Children’s Services and the specific service.
d) To ensure the centre Director is informed of any issues arising, which would affect the children or the smooth running of the service.
e) Advocate for children and families.
f) To be aware of national regulations, guidelines pertaining to Children’s Services and be competent and prepared to assist the Nominated Supervisor and Certified Supervisors.
g) Be aware of the Student, Child Care Benefits, Subsidies and Government Funding.
h) Assist with administrative duties as directed.
i) To have a commitment to the National Quality Framework and Standards, the service Philosophy of education and care and and the National Early Years Learning Framework.
j) To have a working knowledge of Brain Research and the implications to education and care.
k) To have an actively anti bias approach which is reflected in interactions with children, families and staff.
l) To keep up to date with current developments in the Early Childhood field.
m) To have the ability to use basic information technology.
n) Any other duties as specified by the Director.
2 CHILDREN

a) To create a safe, supportive, stimulating and educational environment for the children.
b) Protect children and their rights.
c) Form relationships with children which are comforting and nurturing.
d) Under the general direction of qualified staff, maintain ongoing records of the children’s
development, program and daily information.
e) Ensure that the children are safe and adequately supervised at all times.
f) To be aware of children’s additional needs/requirements – diet/allergies etc.
g) Assist with the implementation of daily routines.
h) Maintain supplies and equipment levels for the room or service.
i) Ensure a high standard of hygiene in compliance with procedures and policies.
j) Administer first aid or medication in compliance with procedures and policies.

3 STAFF

a) To respect and support colleagues, developing positive channels of communication to
   ensure a smooth running service.
b) To contribute toward a healthy team environment.
c) Collaborate with staff to ensure that the program in continually improving.
d) To participate in ongoing professional development (LDP) and training programs.
e) Attend staff meetings as required.
f) To assume an equal share of housekeeping duties.
g) Ensure that equipment is respected and maintained to an optimal level of safety.

4 FAMILIES

a) To develop and maintain positive relationships with families.
b) Share information with the family relating to their child and the daily activities of the service.
c) To create a safe, supportive and informative environment for families.
d) To act as a resource person for families.
e) To attend parent meetings as required.
f) Encourage families to participate in service decision making and experiences.

5 WORK HEALTH AND SAFETY AND INJURY MANAGEMENT

a) Maintain a clean and safe work environment while complying with all UniCentre safety
   policies and procedures.
b) Work within guidelines as detailed in the relevant safety “standard work method statements”.
c) Report all workplace accidents and hazards to your supervisor. Implement immediate action
   for identified hazards able to do so.
d) Participate in workplace consultative meetings as required and recommend improvements to
   relevant “standard work method statements”.

I understand and accept the duties and responsibilities of this job description.

Employee
Name: __________________________Signature: __________________________ Date: ____________

Supervisor:
Name: __________________________Signature: __________________________ Date: ____________
WOLLONGONG UNICENTRE POSITION DESCRIPTION

CHILD CARE WORKER

SELECTION CRITERIA

1. Acceptance by the Commission for Children and Young Persons, under the Working with Children Check.
3. Current First Aid Qualifications or willingness to undertake such training.
4. Demonstrated ability to:
   a. Work according to the AECA Code of Ethics.
   b. Provide a safe, supportive, stimulating and educational environment for children aged 0 – 5 years.
   c. Show respect and genuine care for all children at the service.
   d. Ensure compliance with all regulations, licensing guidelines, service policies and procedures.
   e. Develop and maintain positive partnerships with families.
   f. Use effective communication skills as part of a professional team.
   g. Work closely with team members to create a harmonious work environment.
   h. Participate in an anti bias program which is reflected in all interactions with children, families and staff.
   i. Participate in the National Quality Standards process.
   j. Comply with Work Health and Safety legislation in the workplace.
   k. Undertake shift work, attend professional development and meetings after hours, as required.