POSITION DESCRIPTION

TRAINEE CHILD CARE WORKER – EARLY CHILDHOOD

REPORTS TO: SERVICE DIRECTOR (NOMINATED SUPERVISOR)

SUBORDINATE POSITIONS: Nil

AWARD: Wollongong UniCentre Children’s Services Agreement

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 children and their families.

CUSTOMER SERVICE:

1. Be an advocate for children and families.

2. To have an anti-bias approach which is reflected in interactions with children, families and staff?

3. To have a commitment to the National Quality Framework and Standards, the service Philosophy of Education and Care and National Early Years Learning Framework.

4. To create a safe, supportive, stimulating and educational environment for the children.

5. Protect children and their rights.

6. Form relationships with children that are comforting and nurturing.

7. Under the general direction of qualified staff, maintain ongoing records of the children’s development, daily diary and reflection book, plus any other daily information.

8. Ensure that the children are safe and adequately supervised at all times.

9. To be aware of children’s additional needs/requirements – diet/allergies at ALL TIMES.

10. Assist with the implementation of daily routines and activities.

11. Ensure a high standard of hygiene in compliance with procedures and policies.

12. To develop and maintain positive relationships with families.

13. Share basic information with the family relating to their child and the daily activities of the service.

14. Refer parents to Director or other staff for answers to any queries.

15. To create a safe, supportive and informative environment for families.
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FINANCIAL CONTROL:


PEOPLE AND CULTURE:

17. To embrace UniCentre’s culture of continual improvement through encouragement, innovation, training, assessment and generation of ‘Opportunity for Improvement’ (OFI) suggestions where appropriate and in line with UniCentre’s Quality Assurance Process.

18. To respect and support colleagues, developing positive channels of communication to ensure a smooth running service.

19. To contribute toward a healthy team environment.

20. Collaborate with staff to ensure that the program in continually improving.

21. To assume an equal share of housekeeping duties.

22. Ensure that equipment is respected and maintained to an optimal level of safety.

23. Attend staff meetings as required.

BUSINESS PROCESS AND INNOVATION:

24. To follow written operational procedures and work methods for all areas of the service, ensuring consistent, high quality standards.

25. To comply with the policies and procedures of Wollongong UniCentre Children’s Services.

26. To work according to the Australian Early Childhood Code of Ethics, as adopted by Wollongong UniCentre Children’s Services.

27. To work according to the Education and Care Services National Regulations under the Education and Care Services National Law.

28. To participate and contribute to the development, review and implementation of the Quality Improvement Plan (QIP).

29. To ensure the service Director is informed of any issues arising, which would affect the children or the smooth running of the service.

30. To develop higher level competencies and be prepared to assist other staff.

31. To keep up to date with current developments in the early childhood field.

32. To participate in ongoing professional development and training programs.

33. Maintain supplies and equipment levels for the room or service.
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**OTHER:**

34. To take part actively and positively in any quality initiatives.

35. To undertake other such duties as are within the range of skills normally employed by an officer of this classification.

36. To have the ability to use basic information technology such as fax, phone and computer.

37. To attend to study required for completion of Certificate 3.

38. Any other duties as specified by the Director.

**WORK HEALTH AND SAFETY:**

39. Maintain a clean and safe work environment while complying with all UniCentre safety policies and procedures.

40. Work within guidelines as detailed in the relevant Standard Work Method Statements (SWMS).

41. Report all workplace accidents and hazards to your supervisor. Implement immediate action for identified hazards if able to do so safely.

42. Participate in workplace consultative meetings as required and recommend improvements to relevant Standard Work Method Statements.

43. Ensure that all tasks are conducted in a manner consistent with the Standard Work Method Statements.

Signed: ____________________________ Date: _______________

Employee

Signed: ____________________________ Date: _______________

Manager
POSITION DESCRIPTION
TRAINEE CHILD CARE WORKER – EARLY CHILDHOOD

PERSON SPECIFICATION

Knowledge and Skills

- Demonstrated ability and willingness to:
  - Learn how to provide a safe and supportive environment for children aged 0 – 5 years.
  - Show you genuinely care for children.
  - Learn about relevant child care regulations, policies and procedures and how and why they are implemented.
  - Use effective communication skills as part of a professional team.
  - Work closely with team members to create a harmonious work environment.
  - Gain a basic understanding of the National Quality Framework and Standards, National Early Years Learning Framework and how these work in a child care service.
  - Work safely in the service (as per Work Health and Safety policies)

Education and Experience

- Current First Aid Qualifications or willingness to undertake such training.
- Willingness to undertake training for the Anaphylactic and Asthma Certificates
- Willingness to undertake Child Protection training
- Have NOT completed a Certificate 3 or higher in any other field.

Personal Attributes

- Good written and verbal communication skills.
- Excellent personal presentation
- Strong commitment to successfully completing Certificate III

Special Job Requirements

- Clearance by the Commission for Children and Young Persons, under the Working with Children Check.
- Undertake shift-work, attend professional development and meetings after hours, as required.
- Understanding of TAFE enrolment fees

*All applicants are strongly advised to address each criterion individually in their application*