



Position Description

Position Title: Child Care Worker - Casual Relief

Salary: As per Award

Reports to: Service Director

PERSON SPECIFICATION

Essential Criteria

- Certificate III in Child Studies, or currently studying the Cert III
- Proven ability to communicate effectively with children, families and staff
- Ability to assist in implementing the centre's program to meet the developmental needs and interests of each child
- The ability to work harmoniously in a team teaching context
- Demonstrated commitment to:
 - Occupational health and safety,
 - An inclusive curriculum,
 - Child protection, and
 - *Quality Improvement and Accreditation System.*

PRINCIPAL DUTIES AND RESPONSIBILITIES

Key Responsibility Areas

Service

- To provide for the care, education and well being of each child
- To work in partnership with parents, families and staff
- To assist in developing, implementing and evaluating the centre's program
- To be responsible to families for the quality of service provided for all children
- To create and maintain positive relationships with parents and families

Occupational Health & Safety (OH&S)

- To adhere to the organisations OHS policy, procedures and rules, following safe work practices
- To provide a healthy and safe environment for children, families, staff and visitors
- To actively report and record incidents, accidents, injuries and hazards including defective equipment or problems you have with it
- To use anything which is provided in the interests of workplace health and safety appropriately and not misuse or interfere with it
- To participate in OHS activities such as inspections and evacuation drills as required from time to time
- To assist in the return to work process of any work colleagues following injury

Reporting

- To support the director in the day-to-day operation of the centre
- To be an active participant in the organisation's performance management and development system

Communication

- To openly and effectively communicate with staff, families and Illawarra Children's Services management
- To demonstrate a co-operative, professional relationship with all staff members and colleagues ensuring a smooth operating centre
- To follow all directives from Illawarra Children's Services management

Policy

- To be part of an inclusive team
- To work co-operatively in achieving the philosophy, aims and objectives of the centre and the organisation
- To operate in accordance with government guidelines and policy
- To have a sound knowledge of and implement Illawarra Children's Services policies and procedures
- To be part of a team which achieves and maintains the principles of the *Quality Improvement and Accreditation System*

Maintenance

- To follow housekeeping practices which ensure smooth running of the service
- To support staff in setting up and packing away indoor and outdoor environments
- To actively supervise and interact with children at an age appropriate response

Other

- To perform and other duties as required by the Director and/or Area Manager or by Illawarra Children's Services management staff