

## POSITION DESCRIPTION

### 1. POSITION DETAILS

**Position Title:** Child Care Worker (Untrained)

**Division:** City Life

**Unit:** Social City

**Management Level:** Worker

### 2. ORGANISATIONAL RELATIONSHIPS

**Position Title of Supervisor:**

Centre Coordinator

### 3. PRIMARY PURPOSE OF POSITION

Provide care and supervision to children enrolled at City of Sydney Children's Services.

Assist in the development and delivery of programs designed to promote the individual developmental needs and interests of children.

Maintain the play areas and equipment of the Centre in a manner that complies with safety and hygiene standards.

### 4. POSITION OBJECTIVES

The major objectives for the position of Child Care Worker (Untrained) are to:

- Consistently provide a high level of care to children enrolled at the Centre.
- Maintain a flexible approach that is responsive to the individual developmental needs of children.
- Ensure that the care provided is sensitive to and respectful of the varied cultural, religious, social and economic backgrounds of children and their families.
- To be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or

behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any work activity.

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## 5. POSITION ACCOUNTABILITIES

The Child Care Worker (Untrained) is accountable for assisting the Director/Coordinator in the day to day running of the child care service and for assisting in the implementing of a safe, caring, healthy, stimulating learning environment in order that the physical, emotional, social and intellectual needs of the children and their parents are adequately met.

This position has been identified as 'child related employment' under the Commission for Children and Young People Act 1998. Relevant Working With Children Check and criminal record check will be conducted to ensure the suitability of recommended applicants.

It is an offence under the Commission for Children and Young People Act 1998 for a prohibited person to be employed in this position. A prohibited person is someone who has been convicted of a serious sex offence. Incumbents to this position will be required to make a disclosure as to whether they are or are not a prohibited person.

### **Duties include but are not limited to:-**

#### **Provide quality care by:**

- Constantly interacting with children in a positive manner.
- Being pro-active in providing a safe, non-threatening environment.
- Providing age-appropriate activities that aim to promote and develop the social, emotional, physical and cognitive needs of children.
- Observing each child's individual needs and behaviours on an ongoing basis.
- Documenting observations of children for use in the planning process for individual and group programs and activities.
- Ensuring a safe, comfortable, inviting, stimulating and caring atmosphere is maintained.
- Promoting children's understanding and acceptance of people with colour, language, cultural background, gender and physical ability different from their own.

- Treating each child as an individual and responding to their needs accordingly.
- Promoting play activities which support the emotional, physical and intellectual development of each child.
- Using positive techniques of guidance, redirection and reinforcement with children to assist them to manage their behaviour and the behaviour of others.
- Developing routines to ensure smooth transitions from one activity to another.
- Assisting in preparation and maintenance of resources to provide learning experiences.
- Monitor children on medication on a regular basis.
- Record and maintain records concerning children's accidents, illnesses and medication.

**Provide appropriate physical care by:**

- Fostering good nutritional values and a calm environment at mealtime.
- Contributing ideas to menu planning.
- Ensuring children maintain a standard of personal hygiene.
- Changing nappies etc as required, according to Centre procedures.
- Contributing to centre tidiness/cleanliness as part of the daily routine.
- Ensuring children are calm and purposeful at transition times.
- Responding to illness, accidents and emergencies according to the services policy guidelines.
- Closely monitoring assigned children on excursions.
- Checking the playground each day for noxious/dangerous/inappropriate items.
- Following Council's policies and procedures to prevent the spread of infection.

- Following Council's policies and procedures to prevent injuries to staff.
- Assisting the Coordinator/Director to secure the building before leaving the premises.

**Contribute to the smooth functioning of the centre by:-**

- Reading and implementing Council's Children's Services Policies and Procedures.
- Accurately recording telephone messages as required.
- Answering waiting list enquiries appropriately.
- Suggesting ways to improve the centre's function.
- Attending and contributing to staff meetings, workshops and in-services as provided.
- Assisting casuals/students/new staff to follow procedures ie. Behaviour management, play activities, appropriate language, service routines etc.
- Demonstrating flexibility and initiative in undertaking tasks.
- Supporting other members of the team by accepting and giving advice and being open to new ideas and sharing materials and information.
- Contributing to the maintenance of good staff relations by sharing equally in the workload.
- Demonstrating confidentiality, as outlined in Council's child care policies.
- Assisting the Director/Coordinator and other Centre staff in the development, implementation and evaluation of programs appropriate to the individual needs and interests, as well as family, community and cultural background, of each child.
- Maintain developmental records of individual children and program records as required by the Education and Care Services National Regulations and the City of Sydney and ensure that observations taken of the children are used as a basis for the development of the program
- Sharing relevant records and observations with parents, as well as seek their involvement in centre programs.

- Referring parents to the Director/Coordinator regarding children's issues that are other than routine.
- Maintaining the Centre environment in a manner that complies with health, hygiene and safety standards.
- Engaging in ongoing staff development to improve personal and professional skills.
- Conducting other projects/duties as required by the Centre Coordinator/Children's Services Coordinator.
- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position.

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## 6. WORK HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the Safety Management System (SMS). Workers have the following responsibility, authority and accountability:

- Working safely so as not to put yourself or others at risk
- Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented
- Cooperating and complying with safe work method statements, policies and procedures and participating in their development
- Reporting all accident, incidents and hazards to your supervisor immediately and participating in accident/incident investigation and risk management activities
- Attending WHS training
- Complying with the requirements of the City's Return to Work program

A full list of WHS responsibilities and accountabilities are available within the City's SMS document; Responsibility, Authority and Accountability (RAA) Matrix.

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## 7. AUTHORITY TO ACT

The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions

are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

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## 8. ESSENTIAL AND DESIRABLE CRITERIA

### Essential Criteria

- Certificate III in Children's Services or approved equivalent as recognised by ACECQA.
- Current First Aid Certificate, Asthma and Anaphylaxis Certificates.
- Current Working with Children Check Certification.
- Proven ability to adequately care for and supervise children.
- Experience working in a child care centre for 0-5 year olds.
- Ability to work in, and contribute to a supportive and co-operative team environment.
- Experience of basic child care programming and record keeping.
- Demonstrate a commitment to Equal Employment Opportunity, Work, Health and Safety and Cultural Diversity principles.

### Desirable Criteria

- Ability to plan and evaluate programs.
- Knowledge of child development.
- Proficiency in a second language.
- Awareness of regulations for centre-based child care services.
- Understanding of family and community needs in the City of Sydney local government area.