

## POSITION DESCRIPTION

<b>Position Title</b>	Early Childhood Educator
<b>Award</b>	Children's Services Award 2010
<b>Salary</b>	Remuneration is in accordance with the above award and dependent on qualifications and experience.
<b>Employment Status</b>	Casual
<b>Position reports to</b>	Manager, Business & Finance
<b>Location</b>	Metropolitan Melbourne

### Organisation Background

All Best Care Child Workers Agency (ABC) is the agency of choice for leading childcare centres, one of the state's largest providers of temporary relief childcare educators. Established in 1990, ABC has access to large numbers of fully qualified temporary staff. Carefully screened candidates with the appropriate qualifications are added regularly through an active cooperative program with the University and TAFE sectors. ABC services cover the full range of childcare and professional development, including temporary relief placements, qualified, fully screened professionals, 7 day, 24 hours coverage.

### Our Vision Statement

ABC's Vision Statement is to be the leading childcare workers agency in Australia.

### Our Statement of Purpose

ABC's Statement of Purpose is to support the childcare centres across Australia by recruiting qualified staff to provide high quality services to the early childhood sector.

### Role Purpose

The position is primary responsible for assisting and supporting in the centres where they will be assigned.

### Key Responsibilities

- Assist and support the centre staff in day-to-day duties in the rooms.
- Ensure that accurate records of the cooking process and temperature control limits are kept as evidence to health authorities as required.

- Provide exemplary quality service that is family and child centred within the National Quality Standards Framework.
- Demonstrate service excellence on a daily basis via strong evidence base.
- Ensure service confidence and reliability through the daily maintenance of services / programs for children aged 6 months to 6 years.
- Maintain service relevance through the exploitation of innovative service delivery Models in multicultural children's services.
- To adhere to staff / child ratio requirements when working in the rooms (as per Regulation).
- Communicate all aspects of day-to-day activities to 2IC, staff and parents where appropriate and inform the Centre Manager of any situation arising.
- Maintain all compliance requirements as described under the Children's Act (Education and Care Services National Law Act 2010) and Education and Care Services National Regulations and State regulations pertaining to childcare, Child Safety Policy and ABC's compliance requirements (Child safe Standards, Reportable Conduct Scheme, Organisational Duty of Care).
- Participate in the development and implementation of the Staff Work-plan and identify opportunities for change or improvement in all areas of operations of the Centre to improve quality of services.
- Contribute to the Risk Management and OH&S obligations within the centre and the organisation.
- Keep up to date with external regulatory requirements and industry legislations.
- Adhere to organisation requirements as per policy and procedure. To foster and promote the practices and code of conduct of the childcare centre.
- Keep up with emerging needs in children's services and pre-school education and contribute towards further expanding the children and family program services within the community.

### **Safeguarding our Employees**

At PRONIA we recognise that family violence is a gendered issue which is evident across the life span, is a complex and serious community issue, embedded in all types of care relationships, regardless of age, gender, sexual orientation, culture, religious beliefs and socio-economic status. Family Violence (and Elder Abuse) have immediate and long-term impacts on the physical, psychological and social health and wellbeing of those affected which includes adults and children.

PRONIA takes supporting employees impacted by Family & Domestic Violence seriously, therefore:

1. We offer employees impacted by family & domestic violence 10 days paid leave annually (non-cumulative).
2. We will ensure all details are kept confidential.
3. If required, we will develop and action workplace safety planning strategies.
4. We will provide referrals to appropriate support services.
5. We will provide specialised training for nominated persons.
6. All employees impacted family & domestic violence will also have access to be able to access flexible working arrangements, annual leave, personal leave, long service leave as necessary.
7. All employees will be protected against discrimination as a result of disclosure, experience or perceived experience of DV.

By respecting the decisions of the service users and offering a range of options, PRONIA professionals have a vital role in ensuring the safety and wellbeing of health needs are met, inclusive of a patient's safety.

### **Safeguarding Children and Young People**

ABC and PRONIA take child protection seriously; you are required to meet the behaviour standards outlined in our Code of Conduct. All employees receive a copy of the Code of Conduct as part of their induction.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people.
- Promote the safety and wellbeing of children and young people to whom we provide services.
- Ensure that your interactions with children and young people are positive and safe.
- Provide adequate care and supervision of children and young people in your charge.
- Act as a positive role model for children and young people.
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management.
- Maintain a valid Working with Children Check (if applicable to role), and
- Undergo periodic 'national criminal history record' checks and report any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.

### **Mandatory Requirements**

- National Police Record Check.
- Current Working with Children Check (VIC) Employee Version.
- Child Protection Certificate.
- Current First Aid in An Education and Care Setting Certificate (HLTAID012).
- Current CPR Certificate (HLTAID009).
- Anaphylaxis and asthma training.

### **Professional Experience**

- Competency in working with computers to perform daily duties.
- Commitment to quality care, contemporary early childhood practice and service delivery and using best practice methods.
- Analytical and interpretive skills including evaluation and identification of opportunities for improvement and ability to implement change (in conjunction with Centre Manager).
- Understanding of cultural diversity and issues affecting the CALD community especially areas of bilingualism and multiculturalism.
- Effective communications and interpersonal skills.
- Understanding of and interested in the objective of ABC.
- Excellent written and communication skills.
- Fluency in English.

### **Knowledge and Skills**

- Knowledge of Early Childhood Industry regulations and Act, frameworks and accreditation systems.
- Relevant tertiary qualifications in early childhood (Certificate III in Early Childhood as minimum qualification).
- Business knowledge of the early childhood industry (i.e., regulatory, licensing requirements).
- Demonstrated experience in the early childhood industry and cooking for children (as required).
- Demonstrated coordination skills in relation to achieving targets and delivery of tasks in a timely manner.
- Demonstrate planning, negotiation, decision-making problem solving and organisational skills.
- Builds strong relationships with key stakeholders and colleagues and develops an understanding of others in order to motivate them and confidently address conflict situations.
- Time management skills and the ability to prioritise and organise daily schedules.
- Demonstrated planning, negotiation, decision making and problem-solving skills.

### **Personal Qualities**

- Undertake finely detailed work in a precise and accurate manner.
- Ability to work independently and as part of a team.
- Ability to provide empathy for stakeholder needs.
- Instils mutual trust and confidence and behaves in a fair and ethical manner towards others, demonstrating a sense of corporate responsibility and a commitment to ABC.