



# Wandiyali Child Care Centre

## POSITION DESCRIPTION

<b>Title:</b>	<b>Child Care Trainee</b>
<b>Award:</b>	<b>Children's Services Award 2010</b>
<b>Hours:</b>	<b>38 hours per week</b>
<b>Location:</b>	<b>Glendale</b>
<b>Responsible To:</b>	<b>Centre Director, Education Leader and CEO</b>
<b>Approved by:</b>	<b>CEO</b>

*Wandiyali Child Care Centre provides affordable, quality care for children aged 2-6 years old. It is a long day care centre, operating five days a week.*

### 1. Summary of the Broad Purpose of the Position

The Child Care Trainee will assist in the provision of quality care for children and support for families. They will contribute to the development of the implementation of the child care programme and work under the general direction of the Child Care Director. The Child Care Trainee will work and study to attain their Certificate III in Children's Services.

### 2. Qualifications

Completion of Year 12 or equivalent

### 3. Essential requirements

- Aboriginal or Torres Strait Islander descent.
- At least 18 years of age
- Successful Working with Children Check
- Ability to work as a member of a team and follow instruction from others
- Computer literacy
- Responsible, courteous and reliable
- Highly motivated and genuinely interested in early childhood education and care
- Commitment to study and the ability to complete required assessments
- Strong written and verbal communication skills
- Alert, observant, active and able to use judgement and initiative
- Ability to lift children and equipment

### 4. Position Objectives

- Ensure that the service's philosophy, policies and procedures are implemented
- Ensure that confidentiality is respected and maintained
- Supervise the provision of quality care that meets the individual and group needs of children
- Develop continual learning practices to increase own professional knowledge

### 5. Key Role Responsibilities

#### Centre:

- Ensure all work areas are clean and sterile on a daily basis
- Ensure all activity equipment and resources are cleaned on a daily basis
- Clean and tidy storerooms, cupboards and sheds as required
- General care and maintenance of equipment and building. Report any urgent repairs to centre Director immediately
- Maintain a clean, attractive and litter free indoor and outdoor area
- Return all equipment and supplies to their designated area
- Observe accident procedures and record keeping

- Observe the process used for the development and/or evaluation of programming
- Be aware of National regulations and the Early Years Learning Framework pertaining to children's services and ensure you adhere to these requirements
- Ensure compliance with all practices relating to hygiene and safety

### **Children/Families:**

- Work as part of team creating an environment that meets the individual, emotional, social, intellectual and physical needs of the children enrolled in the service
- Assist in the implementation of the children's daily routine
- Work as part of a team in planning children's learning experiences
- Carry out duties as per daily roster and routine, as directed by the centre Director
- Establish and maintain good working relationships between staff and parents
- Maintain a professional standard and attitude
- Encourage parents to feel they are part of the team and the service
- Ensure all your interactions with the children are positive.
- Participate in all the day-to-day activities and experience with the children
- Maintain at all times adequate supervision of the children and being aware of staff/child ratios at all times
- Model appropriate language and behaviour for the children
- Ensure that the children are safe and adequately supervised at all times
- Be aware of children's additional needs/requirements – diet/allergies etc.

### **Personnel:**

- Share duties with other team members
- Keep up to date with your studies and discuss any issues with your workplace supervisor.
- Develop a co-operative relationship with all members of staff to ensure a smoothly operating service and a consistently caring, secure and active environment for all children and their families
- Attend staff meetings as required and ensure active participation
- Make effective contributions as part of the team
- Provide support, role model appropriate behaviour and on the job training to volunteers, relief staff and students as appropriate or required
- Attend training workshops as directed by your supervisor/centre director
- Provide open communication with colleagues and management
- Ensure the maintenance of a healthy and safe work environment by sharing cleaning responsibilities of the service environment and equipment
- Display respect for colleagues' individual roles within the service and understand that each role is important
- Maintain professionalism with regards to confidentiality and interpersonal relationships
- Work with all staff members to ensure the smooth operation of the centre in alignment with the centres operational policies and procedures

## **6. Contribution to Organisational Goals**

- To work within and uphold the Mission, Vision and Values Statement of Wandiyali Inc.
- Improved service delivery through the provision of quality services to support all staff
- Contribution to the creation of a harmonious and productive environment for all staff and clients

## **7. Work Health & Safety Requirements:**

- Develop and follow safe working procedures, think and work safely. Be proactively responsible for the safety of yourself, the children and families, visitors and colleagues
- Ensure all incidents, non-compliances and hazards are reported and acted upon according to the procedures. Implement identified improvements effectively
- Actively support and participate in injury management processes for yourself or other employees within the workplace
- Ensure work practices are consistently within Legislation and organisational guidelines relating to Work Health and Safety, equal opportunity and anti-discrimination in the workplace

**Please note:**

**It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position. Successful applicant(s) will be subject to Working with Children Check and Police Check prior to Employment.**

**An Eligibility List may be created for all vacancies and are valid for 6 months.**