

Childcare Educator	
Position Status:	Casual
Reporting Arrangements:	Director of Childcare
Location:	Robe Mobile Child Care Service
Stream/Level:	Level 1 A
Special Conditions:	Satisfactory results from a medical check Satisfactory results from a police check
Organisational Alignment	
<p style="text-align: center;">Vision</p> <p style="text-align: center;"><i>Building a stronger and more cohesive community</i></p> <p>To achieve this vision, we need to:</p> <ul style="list-style-type: none"> • Design, plan and deliver the society we want to live in • Protect what we already have, in particular our heritage, the marina, the environment and the village feel of Robe, i.e. protect the character of Robe for our residents and visitors • Provide and continuously improve Council's services • Prepare for and seek external funding, e.g. grants to support growth • Councillors to represent the views and ideas of all citizens • Consider business and our economy in all decisions • Grow our town as a destination with a key focus on the following sectors: <ul style="list-style-type: none"> ◦ Tourism ◦ Fishing ◦ Farming ◦ Seeking new opportunities that leverage our strengths • Engage widely, participate in debates, challenge each other and understand the reasons for Council's decisions <p>Able to support Council's Community Plan themes and goals:</p> <ul style="list-style-type: none"> • Community Vibrant, cohesive, diverse community providing a healthy, quality lifestyle • Economic Development A strong, diverse economy that is innovative and adaptable • Natural and Built Environment Our natural and built environments are protected and enhanced, resilient and adaptive • Governance and Financial Sustainability Provide effective and inspired leadership, good governance, and efficient, effective and responsive Council services. 	
Position Objectives	

Position Description – Childcare Educator

To co-operate with other staff members in the day-to-day operation of the mobile child care service under the supervision and guidance of a qualified Child Care Educator; be responsible to the Advisory Committee through the Director and the qualified Child Care Educator.

Key Responsibilities

- | | |
|-----------------------------|---|
| Children | <ul style="list-style-type: none"> – Contribute to the maintenance of a harmonious, healthy and safe environment – Prepare materials and participate in activities both planned and spontaneous – Foster positive relationships with the children and give each child individual attention and comfort as required – Implement daily routines for a mobile service at different locations – Work in accordance with licensing requirements |
| Parents and Families | <ul style="list-style-type: none"> – Be sensitive to parent's needs and expectations and accommodate any requests where practical – Refer parents to qualified staff member to deal with professional issues – Maintain confidentiality at all times |
| Staff Team | <ul style="list-style-type: none"> – Be aware of, and sensitive to co-workers – Make effective contribution as part of the staff team – Participate in staff meetings – Co-operate with students and volunteers working in the service – Advise senior staff regarding any issues or concerns – Be familiar with and adhere to Child Care Service Sites emergency policies and procedures |
| Community | <ul style="list-style-type: none"> – Actively support the value and benefits of quality child care to the wider community – Demonstrate a commitment to the highest quality child care for the Mobile Child Care Service |
| Administration | <ul style="list-style-type: none"> – Assist in the maintenance of Mobile Service records |
| Personal Development | <ul style="list-style-type: none"> – Participate in on-going performance management – Willingness to undertake training where identified in areas of child care, philosophy, policy issues and practices within a mobile service |
| Other Duties | <ul style="list-style-type: none"> – As may be negotiated with the director, or with the Advisory Committee through the Director and in accordance with the child care award |

RESPONSIBILITIES:

- | | |
|--|---|
| Corporate
(responsibilities of | <ul style="list-style-type: none"> – Observe the requirements of council's Employee Code of Conduct. |
|--|---|

all employees of the Council)	<ul style="list-style-type: none"> – Compliance with Council's & Mobile Child Care Service policies and procedures and to maintain confidentiality at all times. – Provide an enthusiastic and positive quality service experience to all internal and external customers. – Identify and implement any opportunity for improvement to systems, processes and work practices. – Contribute to the application of Equal Opportunity principles and practices in the workplace.
Equal Employment Opportunity	<ul style="list-style-type: none"> – Council is committed to equal employment opportunity, fair treatment and non-discrimination for all existing and future employees.
•	
Health, Safety and Wellbeing Responsibilities	
	<ul style="list-style-type: none"> – The employee is to take reasonable care to protect their own health and safety at work; – To ensure the employee does not endanger any other person through any act or omission at work; – To ensure that correct use is made of all equipment provided for health and safety purposes; – To obey all instructions issued to protect their own personal health and safety, and the health and safety of others; – To ensure the employee is not, by consumption of alcohol or a drug, in such a state so as to endanger their own safety at work, or safety of any other person at work; – To report to the Chief Executive Officer or Director any incidents resulting in personal injury or damage to Council property or equipment and make such recommendations as deemed necessary to avoid, eliminate or minimise any hazards of which they are aware, regarding working conditions, processes, procedures, methods and so on; – To keep the work area neat and tidy and free of hazards.
Records Management Responsibilities	
Records Management	<p>The District Council of Robe is committed to ensuring that its Records Management Program can provide timely and efficient service to support decision making and meet business needs, legal, evidential and accountability requirements, to fulfil community expectations and preserve the history of Council.</p> <p>As an employee: You will be expected to ensure compliance with the requirements of the <i>State Records Act 1998</i> and other legislative requirements for records management and record</p>

keeping. You must also comply with and adhere to Council's Records Management policies and procedures at all times.

Ensuring compliance with Council's Records Management policies and procedures and the requirements of the State Records Act 1998 and other legislative requirements for records management and record keeping.

In particular, employees are responsible for:

- Maintaining an awareness of records management procedures
- Creating records to support the conduct of business activities
- Registering records into electronic recordkeeping systems
- Develop and maintaining knowledge of where records are kept in Council
- Ensuring Council records are not destroyed without authority from the Records Officer
- Maintaining confidentiality with all relevant Council related documents and information

Person Specification - Skills, Knowledge and Experience

- | | |
|-------------------------------|---|
| Experience | – Working with children (0-6 years and particularly 0-5 years) is preferred |
| Qualifications | <ul style="list-style-type: none"> – Enrolled and working towards Certificate 3 in Early Childhood Education and Care – Current Senior First aid certificate or willingness to obtain one – Mandatory Reporting Training or willingness to participate |
| Knowledge & Skills | <ul style="list-style-type: none"> – Child care philosophy, issues and practices – Child development – Ability to communicate effectively with children and adults – Ability to work as a member of a mobile staff team – Ability to work under supervision – Willingness to travel between sites as required |

Qualifications and Experience

- Current Drivers Licence
- Enrolled and working towards Certificate 3 in Early Childhood Education and Care
- Current Senior First aid certificate or willingness to obtain one
- Mandatory Reporting Training or willingness to participate

Signed: _____(Employee)/...../.....

Approved By: _____(Chief Executive Officer)/../.... .