District Council of ROBE

Position Description Child Care Educator

Child Care Educator	
Reporting Arrangements:	Team Leader and Manager of Child Care
Location:	Robe Child Care on Wheels Service- Robe, Beachport and Kangaroo Inn
Number of Direct Reports:	0
Stream/Level:	Level 2 - Diploma level of qualification in Child Care
Special Conditions:	Current Driver's License, Working with Children Certificate, Reporting Abuse and Neglect Certificate, First Aid Certificate HLTAID012, out of hours work and travel may be required

Organisational Alignment

Committed to demonstrating the cultural values of the District Council of Robe as detailed below:

Respectful
To demonstrate being respectful:

- We value our diversity - we bring our true selves to work and feel safe and included
- We encourage open conversations and value each other's opinions and views
- We listen, allowing others to be heard
- We show each other care and consideration in our words and our actions
- We call out behavioural that doesn't align with our values

Accountable
To demonstrate accountability:

- We have a positive attitude to our work and each other
- We do what we say we're going to do, when we say we're going to do it
- We own our performance and take responsibility for our actions
- We ask each other for feedback and are open and accepting of the response
- We own our mistakes and learn from them, without laying blame

Proud
To demonstrate being proud:

- We are passionate about what we do and who we work for
- We are dedicated to achieving positive outcomes for our community
- We don't just do the job, we do it well
- We are solution focused and embrace new ideas
- We are engaged and motivated and come to work to make a difference
- We work together to find better ways of doing things

One Team
To demonstrate being one team:

- We are one team with a shared purpose
- We are loyal to one another and have each other's backs
- We understand and value the role each of us play
- We meet regularly to build and maintain positive relationships
- We recognise each other and celebrate our collective success
- We believe that together we achieve better outcomes

Position Objectives

- Assist in the development and implementation of a high-quality educational program that reflects the service philosophy and council values in collaboration with other Educators.
- Implementation of the service program, to ensure compliance of the National Quality Framework
- Assist in building and maintaining positive relationships with children, families, educators and management to deliver best outcomes for families and children.

About CCOWS

The model of mobile childcare was introduced to meet some of the needs of children and families in the district (a traditional childcare centre would not have been a viable proposition). The mobile model is an innovative way of responding to the need for children's services in rural and remote areas.

Long day childcare is provided at existing premises at Robe, Kangaroo Inn and Beachport. CCOWS aims to provide affordable, accessible, quality care and education for children and families in Robe and the surrounding districts.

CCOWS is a Commonwealth Government funded rural project with the District Council of Robe being the Approved Provider.

Being mobile means equipment is taken to each site in containers, that are packed into trolleys, which fit into a specially designed trailer that is towed by a 4WD vehicle. Staff set up the premises for the day so that compliance with licensing standards are met.

Key Responsibilities

Children

- Promote positive, comforting and nurturing relationships with children
- Ensure children are respected and their rights are being met
- Ensure that the health, safety and welfare of each child is always paramount
- Manage risks to children and work continuously to solve any associated risk satisfactorily, conduct risk assessments as required.
- Work with Team Leader to implement and evaluate a program of care and education that is developmentally appropriate and meets the needs of each child in a mobile Child Care setting
- Conduct and implement observations, learning stories, individual planning, and reflections as requested
- Communicate the needs of individual children to Team Leader/Nominated Supervisor
- Work in accordance with licensing requirements
- Carry out procedures as instructed
- Be present on the floor and engage in activities and procedures as required
- Demonstrate and promote active supervision at all times
- Carry out culturally diverse activities as required
- Provide and /or supervise appropriate medical action in the event of illness or accident, in accordance with the service policies and procedures

Parents and Families

- Be respectful, and provide support and assistance to parents in their role as primary care givers and educators of their child/ren
- Communicate with parents/guardians/families on a professional, respectful and confidential basis
- Advise the Team Leader/Nominated Supervisor of any concerns relating to the family
- Complete incident/accident reporting procedure as required, using clear and precise information, ensuring a Team Leader has approved of this action prior to sending out to families – escalate where necessary.

Educator Team

- Collaborate with educators to identify areas for improvement and carry out best practices to elevate the overall standard of care and education – **Quality Improvement Plan**
- Provide support to Team Leader where required
- Encourage and support a diverse educator team, ensuring that diverse cultural backgrounds are acknowledged and respected.
- Model respectful communication and collaboration with all team members
- Participate in educator meetings in a respectful manner
- Adhere to policies and procedures at all times
- Assist the Team Leader to ensure students on placement or work experience are positively welcomed, supported and effectively supervised.

Community

- Maintain community links with early childhood practitioners within the local areas and other relevant community organisations and government agencies
- Provide support to the Team Leader as required to carry out events and experiences with children which promote awareness of our community and reflect child centered learning
- Seek opportunities within the service where family or community members may become involved

Administration

- Assist to ensure that accurate enrolment and attendance records are maintained
- Assist to ensure all information required on hand is up to date, advise Team Leader/Nominated Supervisor of any updates required in timely manner
- Ensure that equipment and supplies are maintained appropriately, report any concerns to Team Leader
- Contribute and assist to the reviews of Service policies, procedures, risk assessments, QIP
- Conduct regular evacuation and invacuation drills, general inspections and first aid kit inspections as instructed by Team Leader
- Maintain stock levels of all consumables, advise Team Leader/Nominated Supervisor when more stock required.

Team Leader/Nominated Supervisor/Management/District Council of Robe CEO

- Assist where needed with compliance and review of service policies and procedures
- Communicate information regarding the educational program
- Report any problem arising, which would affect the children, service approval or rating, regulatory and legal compliance or the smooth running of the service
- Maintain compliance with the regulations as prescribed by the regulatory authority along with all legal and statutory requirements
- Work to actively control the spread of infectious disease within the service and wider community by maintaining regular cleaning procedures and notifying Team Leader or Nominated Supervisor/manager of suspected infection
- Ensure the service statement of philosophy and council values are reflected in daily practice
- Maintain confidentiality at all times

Other Duties

- Any other duties as advised by Team Leader/Nominated Supervisor/Manager/District Council of Robe CEO

Work, Health & Safety Responsibilities

Directors, managers and supervisors have responsibilities on behalf of the organisation. All workers have a responsibility to:

- Ensure adherence to WHS policies and procedures
- Consult with supervisors/managers/workers and WHS representatives on WHS issues
- Identify, assess if necessary and control hazards within their area of responsibility
- Ensure early reporting of hazards/incidents within the Skytrust system and forward information to WHS & RTW Coordinators immediately
- Ensure that workers including volunteers and contractors are aware of, and abide by, all relevant health and safety procedures particularly those relating to the operation of plant and equipment
- Develop safe work procedures as required and ensure adherence to procedures
- Wear PPE as required and ensure awareness of correct usage and storage requirements
- Ensure all plant and equipment is properly maintained
- Maintain relevant knowledge of WHS issues
- Act as a role model by demonstrating safe work behaviours

Records Management Responsibilities

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 - Qualifications, Skills, Knowledge and Experience

Essential

- Approved Diploma level of qualification in Child Care
- Understanding of or working towards understanding of - Education and Care Services National Law (2010), Education and Care Services National Regulations (2011), and other relevant state and federal legislation and regulations as required
- Ability to actively support and implement NQF process
- Sound understanding of Robe Child Care on Wheels Service, and District Council of Robe policies and procedures
- Demonstrate a high-level confidentiality
- Current Working with Children Certificate
- Current Mandatory Reporting Certificate
- Current First Aid response in an Education and Care Setting Certificate - HLTAID012
- Appropriate skills, knowledge and training in food safety and hygiene as required

Desirable

- Experience in similar role

Performance/Accountability
Quality of: • overall successful delivery of key activities. • contribution to plans, ideas and improvements. • stakeholder management leading to building integrity and trust (internal and external). • support to and communication with employees, peers and external customers. • promotion of the image of the District Council of Robe. • contribution to a collaborative, high performing and collegial culture. • achievement of all established key milestones to a professional standard. **Alignment with:** • District Council of Robe's objectives, policies and procedures. • Position objectives. • Timeframes. • Budgets and financial management. • Health safety and wellbeing requirements. • Personal development activities in accordance with the principles of continuous improvement.
Qualifications
• Approved Diploma level of qualification in Child Care. • Reporting Child Abuse and Neglect Training (Mandatory Reporting) • Working With Children Check • Current Senior First aid certificate HLTAID012 • Current Drivers Licence
Job Requirements
• Willingness to travel between sites as required • Out of hours work may be required to meet organisational demands • Compliance with Child Care on Wheels Service policies and procedures • Compliance with Council policies and procedures and Code of Conduct for Employees

ACKNOWLEDGED BY:

Employee Name: _____

Signed: _____ Date: ____ / ____ / _____

APPROVED BY:

Chief Executive Officer Name: _____

Signed: _____ Date: ____ / ____ / _____