



Additional Needs Support Worker

Selection Criteria

1. Knowledge and Skills

Essential

- Sound understanding of the NSW Department of Community Services Children's Services Regulation 2004.
- Working knowledge of the Emergent Curriculum.
- Awareness of current issues in children's services.
- Demonstrated ability to work in partnership with families.
- Demonstrated professional level of written and verbal communication skills.
- Knowledge of Child Protection legislation and its implications for the care and protection of children.
- Ability to contribute as a team member to Occupational Health and Safety issues in the centre.

2. Education and Training

Essential

- Certificate III OR CCC/CCCS/Associate Diploma in Social Science (Child Studies).
- Current Senior First Aid certificate.
- Acceptance from Working with Children Check

3. Work Experience

Desirable

- Previous experience working in children's services.
- Previous experience working with children with additional needs.

4. Attitude Requirements

Essential

- Proven ability to communicate clearly all necessary information to families, children and staff members.
- Demonstrated commitment to ongoing professional development in the early childhood profession.
- Ability to work within the centre's policies and reflect organisational values.

5. Physical Requirements

Essential

- Ability to undertake all physical requirements involved with the early childhood setting including lifting loads of 20kg, bending, squatting, pushing, pulling, trunk twisting, kneeling and standing and sitting for duration.

6. Essential Requirements for Employment Under the Children's Service Regulation 2004

1. Ability to satisfy the criteria for appointment as a Temporary Authorised Supervisor.
2. An understanding of principles set out in section 202 of the Act as set out below:
 - The paramount consideration of children's services is the best interests of the children.
 - Children should receive services that meet their individual's needs (including the needs of children with a disability) and enhance their physical, emotional, cognitive, social and cultural development.
 - Parents have both a right and a responsibility to be involved in the making of decisions by a children's service in so far as those decisions affecting their children.
3.
 - Understanding of a safe environment for children, and
 - Basic knowledge of stages of physical, emotional, cognitive, social and cultural development of children, and
 - Basic knowledge of health, hygiene and nutrition needs of children.



Additional Needs Support Worker

Job Description

Responsible to the Authorised Supervisor and Centre Director

General Responsibilities

- Work according to the Code of Ethics of the Early Childhood Australia.
- Work according to the Children Services Regulation 2004 under the Children Care and Protection Act as determined by the NSW Department of Community Services.
- Comply with the policies and procedures of Sunshine Kids.
- Inform the head of agency all allegations or convictions of a child protection nature against an employee, of which you become aware.
- Ensure compliance with Child Protection Legislation and Policies.
- Advocate for children and families.
- Be aware of government regulations, guidelines pertaining to children's services and be competent and prepared to assist the Authorised Supervisor.
- Have a commitment to Quality Improvement and Accreditation System, the centre philosophy of education and care and the Emergent Curriculum Philosophy.
- Have an actively anti bias approach which is reflected in interactions with children, families and staff.
- Keep up to date with current developments in the Early Childhood field.
- Maintain the ability to use information technology.
- Any other duties, within the scope of the position, as specified by the Director.

Specific Responsibilities

1. Children

- 1.1 To develop in consultation with families, Director, and centre staff a program which is appropriate to the individual needs and interests of the children and reflects the needs of the centre and the community.
- 1.2 To maintain the necessary child developmental records of children, and curriculum, as required by the Department of Community Services and Sunshine Kids.
- 1.3 To have direct responsibility for the management of a group or groups of children.
- 1.4 To provide a healthy, safe and welcoming environment.
- 1.5 To work with centre staff in the implementation of the program.
- 1.6 To treat each child with dignity and respect.
- 1.7 To facilitate growth & development of each child.
- 1.8 To ensure that the environment is at all times safe for children to play and explore.
- 1.9 To ensure that the children are at all times adequately supervised.
- 1.10 To form relationships with children which are comforting and nurturing.
- 1.11 To be aware of children's additional needs/requirements - diet/allergies etc.
- 1.12 To assist with the implementation of daily routines.
- 1.13 To maintain supplies and equipment levels for the room or centre.
- 1.14 To administer first aid or medication in compliance with procedures and policies.

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2. Staff

- 2.1 To work as a member of a co-operative team within the centre.
- 2.2 To liaise with the community and be knowledgeable of resources for the area.
- 2.3 To lead and support staff to implement the program.
- 2.4 To develop positive channels of communication to ensure a smooth running centre.
- 2.5 To provide professional support, input & resources to other members of staff.
- 2.6 To assist and guide childcare staff in planning for additional needs children in the total learning environment.
- 2.7 To advise the director/authorised supervisor of any grievances with staff.
- 2.8 To collaborate with staff to ensure that the program is continually improving.
- 2.9 To participate in ongoing professional development and training programs.
- 2.10 To attend staff meetings as required.
- 2.11 To assume an equal share of housekeeping duties.

3. Families

- 3.1 To support families, to communicate child/children's developmental needs and to share relevant records with parents/guardians.
- 3.2 To attend parent meetings as requested by the Director or parents.
- 3.3 To share information with the family relating to their child and the daily activities of the centre.
- 3.4 To act as a resource person for families.
- 3.5 To encourage families to participate in centre decision making and experiences

4. Maintenance

- 4.1 To follow housekeeping practices, which ensure that equipment is maintained at an optimal level, and centre is kept clean and tidy.

5. Physical Requirements

- 5.1 To organise a pleasant, welcoming and safe environment for children and staff.
- 5.2 To undertake the physical duties involved in working with young children in an early childhood setting on a daily basis.

Physical duties include:

- a) The setting up and packing away of the indoor and outdoor environments at the centre.
- b) To be able to kneel or sit on the floor to communicate with children at their level.
- c) To be able to carry a child in an emergency situation.
- d) To be able to perform CPR on a child lying on the ground.
- e) To be able to actively move around the environment whilst supervising children.

6. Professional

- 6.1 To keep up-to-date with current developments in the early childhood field.
- 6.2 To maintain confidentiality and adhere to the ECA's Code of Ethics.
- 6.3 To develop and evaluate own professional goals with the Director.

7. Occupational Health & Safety

- 7.1 To maintain a clean and safe work environment while complying with all Sunshine Kids safety policies and procedures.
- 7.2 To report all workplace accidents and hazards to the supervisor. Implement immediate action for identified hazards if able to do so.
- 7.3 To participate in workplace consultative meetings as required and recommend improvements to relevant policies and procedures.

8. Child Protection

- 8.1 To assist the head of agency to comply with child protection in the workplace - responding to allegations of reportable conduct against employees.
- 8.2 To inform the head of agency of all allegations or convictions of a child protection nature against an employee, of which you become aware.
- 8.3 To ensure compliance as a mandatory reporter, which requires reporting to DoCS, where there are reasonable grounds to suspect that a child is a risk of harm.

9. Our Community

- 9.1 To manage information which assists families to access resources within our community.
- 9.2 To be an advocate for high quality services for children in our community.
- 9.3 To manage excursions and experiences with children which promote awareness of our community.
- 9.4 To ensure students on placement are effectively supervised.