



# Child Care Worker

## Selection Criteria

### 1. Knowledge and Skills

#### Essential

- Sound understanding of the NSW Department of Community Services Children's Services Regulation 2004.
- Demonstrated ability to work in partnership with families.
- Effective 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

#### Desirable

- Certificate III in Children's Services.
- First Aid Certificate.
- Acceptance from Working with Children Check.

### 3. Work Experience

#### Desirable

- Previous experience working in children's services.

### 4. Attitude Requirements

#### Essential

- Proven ability to communicate clearly all-necessary information to families, children and staff members under the direction of the Team Leader/Teacher/Director.
- Demonstrated commitment to ongoing professional development in the early childhood profession.

### 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. 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.
2.
  - Understanding of a safe environment for children, and
  - Basic knowledge of stages of physical, emotional, cognitive, social and cultural development of children, and
  - Knowledge of activities and experiences appropriate for age groups and stages of development of children, and
  - Basic knowledge of health, hygiene and nutrition needs of children.



# Child Care Worker

## Job Description

Responsible to the Team Leader, Authorised Supervisor and Director

### General Responsibilities

- Be competent and prepared to be appointed to the position of Temporary Supervisor if required.
- 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.
- Be aware of Child Care Benefits, Subsidies and Government Funding.
- Assist with administrative duties as directed.
- Have a commitment to Quality Improvement and Accreditation System, the centre philosophy of education and care and the Emergent Curriculum.
- 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 Under the assistance of qualified staff, 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.

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## 2. Staff

- 2.1 To respect and support colleagues, developing positive channels of communication to ensure a smooth running centre.
- 2.2 To liaise with the community and be knowledgeable of resources for the area.
- 2.3 To undertake administrative duties, as required.
- 2.4 To work with childcare assistants in observing and planning for individual children and the total learning environment.
- 2.5 To advise the director/authorised supervisor of any grievances with staff.
- 2.6 To collaborate with staff to ensure that the program is continually improving.
- 2.7 To participate in ongoing professional development and training programs.
- 2.8 To attend staff meetings as required.
- 2.9 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. Physical Requirements

- 7.1 To perform any other duties as required from time to time by the Director.

## 8. 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.

## 9. 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.