

Northern Area Community & Youth Services Inc

Job Description

Children's Services

Level 3

1. Title of Position

Children's Services Assistant

2. Award

Children's Services Award 2010

3. Special Conditions

- Attendance at Out of Hours meetings, training and service functions
- Satisfactory Offender History Report

4. Experience/ Qualifications/Training

- Holds a certificate 3 or equivalent or possesses skills, knowledge and experience to perform duties at this level.
- In service training will be available and staff member is expected to attend
- Hold a Senior First Aid certificate if required
- Current Mandated Notification training and certificate
- Appropriate skills, knowledge and training in food safety and hygiene as required under the Food Safety Legislation 2001

Level 3.4

- Holds a Diploma in Children's Services or equivalent and demonstrates skills and knowledge beyond the requirements of Certificate 3 but below the requirements of Level 4.

5. Position Objectives

- Work within the Centres philosophy of care and ethos and maintain confidentiality.
- Develop continual learning practices to increase own professional knowledge
- Gain further insight into children's development and their care

- Provide quality childcare that meets the needs of the individual children at the appropriate developmental level
- Assist in the implementation of the centre's programmes and routines under supervision as directed

6. Requirements of the Job

Skills

- Assist in the preparation, implementation and evaluation of developmentally appropriate programmes for individual children and groups
- Contribute written observations of individual children and groups for professional level staff for programme planning purposes
- Under direction, work with children with particular needs
- Effective communication skills
- Ability to accept supervision and seek direction
- Ability to form relationships and to interact appropriately with children and families
- Ability to refer parents to qualified staff in a supportive professional manner

Knowledge

- Knowledge of work practices
- Knowledge of Organisation policies and philosophy
- Knowledge of the principles of the Quality Improvement and Accreditation system
- Knowledge of the current child care practices
- Knowledge of the licensing requirements under the Act

7. Responsibilities and Duties

Provision of Childcare

- Take responsibility to read and understand the organisations philosophy, policies and procedures
- Work within the organisations philosophy, policies and procedures
- Responsible for the quality of his/her own work, under routine supervision and guidance

- Follow direction from Professional staff, the Manager, CEO or any other person authorised by the CEO
- Assist in the implementation of daily routines and programmes
- Incorporate equity principles into all practices
- Contribute verbal and recorded observations to the preparation of programme planning
- Provide a safe and healthy environment for children
- Assist professional level staff with the provision of information to students and volunteers as directed
- Report and emergency to the most senior staff member on that shift
- Report any hazard to the most senior staff member on that shift
- Report any hazard to the most senior staff member on that shift.

8. Occupational Health Safety and Welfare

- The employee is legally required to read the NACYS OHS&W policy and abide by it's directions at all times and in all circumstances.
- The employee will participate through input and commitment towards the development of appropriate Occupational Health & Safety policies and procedures.
- The employee will take all reasonable care for their own health and safety and that of others whilst at work
- The employee will not willfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of the organizations employees
- The employee, in accordance with agreed procedures for accident and incident reporting, report potential and actual hazards to their elected Health and Safety Representatives

9. Organisational Relationships

- Responsible to the Professional Level staff member who is responsible for the group/room
- Responsible to the Manager and through him/her to the CEO

10. Extent of Authority

- Works under the direction of the Professional level staff member who is responsible for the room, either individually or in a team

- Work outcomes are monitored by Professional level staff and evaluated at regular intervals
- There is freedom to act within established guidelines

Declaration

I have read the Job Description for Level 3 Childcare Worker and agree to carry out the responsibilities and duties diligently and to the best of my ability

Name	Clare Dilliway
Signature
Witness	CEO
Date