

**Northern Area Community & Youth Services Inc**

**Job Description**

**Children's Services**

**Level 4**

1. Title of Position

Children's Services Professional

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

- Diploma in Children's Services or equivalent
- In service training will be available and staff member is expected to attend
- Hold a Senior First Aid certificate.
- Current Mandated Notification training and certificate
- Appropriate skills, knowledge and training in food safety and hygiene as required under the Food Safety Legislation 2001

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
- Liaise with other members of the staff team in the provision of developmentally appropriate programmes and routines

- Plan, implement and evaluate high quality programmes for children in care based on individual
- Take into account the needs of families using the service and respect the diversity and cultural backgrounds of children, families and staff members.
- Support the day to day functioning of the service and work consistently within the QIAS Principles of quality care.
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## 5. Requirements of the Job

### Skills

- Effective oral and written communication skills
- Ability to accept and provide supervision and direction
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to effectively supervise all areas accessible to children
- Ability to work with children with particular needs
- Well developed observation and reporting skills
- Ability to contribute to and lead group discussions
- Effective leadership and interpersonal skills
- Effective time management skills
- Ability to supervise and guide unqualified workers, volunteers and students
- Ability to respond to parents in a sensitive, supportive and professional manner
- Ability to work effectively in teams and to lead teams
- Ability to prepare, implement and evaluate developmentally appropriate programmes for individual children and groups
- Ability to accept supervision and seek direction

### Knowledge

- Thorough knowledge of work practices
- Thorough knowledge of Organisation policies and philosophy

- Thorough knowledge of the principles of the Quality Improvement, Accreditation System principles and an understanding of the SACSA Framework
- Thorough knowledge of the current child care practices
- Knowledge of child health including nutritional requirements, infectious diseases and infection control
- Knowledge of workable time management methods
- Thorough knowledge of programme planning requirements
- Thorough knowledge of children's development and needs
- Thorough knowledge of a range of appropriate observation methods
- Knowledge of the licensing requirements under the Act

## 6. 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 the Manager, CEO or any other person authorised by the CEO
- Provide regular and consistent written and oral observations of children
- Ensure that children's records in relation to programming are maintained and updated
- Give each child individual attention and comfort according to his/her needs
- Incorporate equity principles into all practices
- Develop, implement and evaluate daily routines in consultation with other staff
- Incorporate timelines of the centre into daily practices
- Liaise with staff team members and the Manager in the provision of high quality care
- Ensure the manager is kept informed at all times

- Provide supervision, guidance and support for unqualified staff, students and volunteers
- Take responsibility for assessment of students on placement where relevant, in consultation with the Manager
- Work in accordance with Licencing requirements under the Act
- Liasie with the parents in a professional, supportive manner
- Provide a safe and healthy environment for children
- Take responsibility for emergencies until able to transfer the situation to a more senior person. Direct other staff to assist as required
- Contribute verbal and recorded observations to the preparation of programme planning
- Report and emergency to the Manager as soon as is able
- Report any hazard to the Manager as soon as is able
- Report any hazard to the Manager as soon as is able

#### 7. 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

#### 8. Organisational Relationships

- Responsible to the Manager and through him/her to the CEO
- Responsible for the management of staff, volunteers and students in his/her room/group

9. Extent of Authority

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- Co-ordinates and directs the activities of unqualified staff, students and volunteers in his/her room/group
- Work outcomes are monitored by the Manager and are evaluated at regular intervals
- There is freedom to act within established guidelines
- Has the authority to make decisions in accordance with relevant legal requirements in the absence of a more senior member of staff

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	.....	.....