

CITY OF ALBANY POSITION DESCRIPTION CHILD CARE EDUCATOR ASSISTANT

1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

2. POSITION IDENTIFICATION

TITLE: Child Care Educator Assistant	<pre>graph TD; A[Executive Director Community Services] --> B[Manager Facilities]; B --> C[Child Care Educator Team Leader]; C --> D[Child Care Educator Assistant];</pre>
LEVEL: Level 2 /3, City of Albany Industrial Agreement 2023	
DIRECTORATE: Community Services	
REPORTS TO: Child Care Educator Team Leader RESPONSIBLE FOR: Nil	

3. POSITION OBJECTIVE

This position is responsible for working in a support role within the City of Albany to:

- work as a team member and assist in providing a safe and stimulating environment that meets children's needs and encourages parent participation;
- generally assist in the functioning of the Centre; and

- maintain a professional attitude / positive work ethic and uphold all centre policies and standards.

4. KEY RESPONSIBILITIES

General

- Assist qualified staff in providing quality programs for children based on the needs and interests of the children in care.
- Ensure all interactions with children reflect the philosophy and policies of the Centre and the National Quality Framework (NQF) and Early Years Learning Framework (EYLF).
- Be sensitive to and respect the diversity of social and cultural backgrounds of the children in care and ensure that these children are welcomed to the Centre.
- Maintain a professional approach to work which reflects the Centre's philosophy, policies and procedures and ensures confidentiality in all aspects of centre operations.
- Foster, advocate and implement the City of Albany's customer service focus and practices
- Promote best practice and quality improvement programmes and activities within the team
- Facilitate the implementation of Programs. Action is taken to ensure that individual children and groups are supervised at all times.

Interpersonal Skills/Customer Service

- Work as an effective team member.
- Liaise and interact with parents in a friendly and non-judgemental way in relation to their child's needs.

Work Health and Safety

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that our within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.

5. REQUIREMENTS OF THE JOB

Skills

- Demonstrates excellent interpersonal skills and builds productive relationships with people at all levels within and outside the team.
- Well-developed communication skills for interaction with children, staff and parents
- Well-developed time management and organisation skills
- Well-developed teamwork skills
- Sound conflict resolution skills
- Strong customer service focus and commitment
- Proven ability to effectively communicate with children and their families
- Ability to assist in the development, implementation and evaluation of centre policies and procedures

Knowledge

- Knowledge of Children's Services

- Knowledge of the National Quality Framework
- Knowledge of the Early Years Learning Framework (EYLF)

Experience and Qualifications

- Minimum Certificate III in Early Childhood Education and Care or equivalent
- Previous experience with all age groups (0-6)
- Previous experience in a similar role
- 'C' Class Driver's Licence
- Working with children card
- Current First Aid Certificate
- National Police Clearance

6. CERTIFICATION

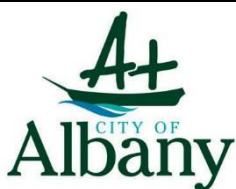
As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: _____ SIGNATURE: _____
(Please print)

DATE: _____

WITNESS NAME: _____ SIGNATURE: _____
(Manager or above) (Please print)

DATE: _____



CITY OF ALBANY POSITION DESCRIPTION CHILD CARE EDUCATOR (QUALIFIED)

1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

2. POSITION IDENTIFICATION

TITLE: Child Care Educator (Qualified)	<div>Executive Director Community Services</div> <div>↓</div> <div>Manager Facilities</div> <div>↓</div> <div>Child care Educator Team Leader</div> <div>↓</div> <div>Child Care Educator (Qualified)</div>
LEVEL: Level 4, City of Albany Industrial Agreement 2023	
DIRECTORATE: Community Services	
REPORTS TO: Child care Educator Team Leader RESPONSIBLE FOR: Nil	

3. POSITION OBJECTIVE

This position is responsible for working in a support role within the City of Albany to:

- work as a team member and assist in providing a safe and stimulating environment, which meets children's needs and encourages parent participation; and
- generally assist in the functioning of the Centre.

4. KEY RESPONSIBILITIES

Leadership and Management

- Guide and support Child Care Educators to develop their skills and knowledge.
- Assist the Manager Facilities with the assessment of students on placement.

General

- Provide quality programs for children based on the needs and interests of the children in care.
- Develop, implement and maintain daily routines for all children in care.
- Ensure all interactions with children reflect the philosophy and policies of the Centre and the National Quality Framework (NQF) and Early Years Learning Framework (EYLF).
- Initiate changes and give advice to fellow staff regarding special needs programmes.
- Promote best practice and quality improvement programmes and activities within the team
- Be sensitive to and respect the diversity of social and cultural backgrounds of the children in care and ensure that these children are welcomed to the Centre.
- Maintain a professional approach to work which reflects the Centre's philosophy, policies and procedures and ensures confidentiality in all aspects of centre operations.
- Foster, advocate and implement the City of Albany's customer service focus and practices

Interpersonal Skills/Customer Service

- Work as an effective team member.
- Liaise and interact with parents in a friendly and non-judgemental way in relation to their child's needs.

Work Health and Safety

- Ensure the environment in which children learn and play is clean, hygienic and safe.
- Maintain a safe work practice in accordance with Occupational Health and safety Legislation and Council Policies.
- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that our within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.

5. REQUIREMENTS OF THE JOB

Skills

- Demonstrates excellent interpersonal skills and builds productive relationships with people at all levels within and outside the team.
- Well-developed time management and organisation skills
- Well-developed teamwork skills
- Well-developed conflict resolution skills
- Strong customer service focus and commitment
- Proven skills and experience in the supervision of staff teams
- Proven ability to effectively communicate with children and their families

- Ability to assist in the development, implementation and evaluation of centre policies and procedures

Knowledge

- Knowledge of Children's Services
- Knowledge of the National Quality Framework
- Knowledge of the Early Years Learning Framework (EYLF)
- Knowledge of working within a cross-cultural environment

Experience and Qualifications

- Previous experience with all age groups (0-6)
- Previous experience in the development and implementation of children's programs and EYLF.
- Previous experience in the implementation of NQF
- Diploma of Early Childhood Education and Care (or equivalent)
- Current First Aid Certificate
- 'C' class driver's licence.
- Current National Police Clearance
- Working with Children Check

6. CERTIFICATION

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: _____ SIGNATURE: _____
(Please print)

DATE: _____

WITNESS NAME: _____ SIGNATURE: _____
(Manager or above) (Please print)

DATE: _____