



ABN 43 593 215 992

Positions Vacant

Childcare Assistant (multiple positions)

Start Immediate

Applications Close 5pm 10th October 2022

How to Apply

1. Cover Letter

Provide a cover letter outlining your experience and reason for wanting to apply for this position.

2. Selection Criteria

In your cover letter, address the essential selection criteria listed in the position description.

3. Resume

Provide a resume, which includes:

- Education and Qualifications
- Professional Development (any other courses you have completed or are currently enrolled in)
- Computer skills and software packages you are familiar with
- Employment History (Position, School/Organisation, Dates)
- Copy of Blue Card
- Name and contact details of two referees

4. Submit Application by 5pm on the 10th October 2022

Applications close 5pm 10th October 2022 and can be e-mailed to employment@napranum.qld.gov.au or in person at the Napranum Council reception 320 Wa-Tyne St Napranum.

Please note applications that are submitted **without** a cover letter or information addressing the selection criteria **will not be** assessed.

POSITION DESCRIPTION

Title: Childcare Assistant

Department: Napranum Early Childhood Centre (NECC)

Reports to: Group Leader / Educator

Nature of Employment: Fulltime

Classification Level: Subject to Qualification

Award: Queensland Local Government Industry (Stream A) Award – State 2017

Internal liaisons:

- All NECC Staff

External liaisons:

- Parents and Carers
- Community members
- Government agencies

Location: Napranum

POSITION OBJECTIVES

- Provide support and assistance to the Group Leader.
- Provide a safe environment for children to learn and develop.
- Provide quality care for the children enrolled in your care.

NASC VALUES

Our Heritage, Culture and Values underpin our Strategic Direction, and inform Council in the way we will do business and deliver our corporate plan:

- *Optimising opportunities for our community and people*
- *Professional and ethical conduct*
- *Bringing pride, passion and ownership to our work*
- *Openly sharing ideas and knowledge*

KEY RESPONSIBILITIES

- Preparation of food and drinks in a hygienic manner.
- Changing nappies and clothing in line with the centre's procedures when required.
- General cleaning of the rooms, toilets and change areas.
- Setting up of programmed activities as per Group Leaders instructions.
- Observing and recording children's developmental progress (training provided).
- Form and maintain positive relationships with the children and families of the centre. Liaise with parents.
- Promote and show respect for the children and families of the centre. This includes recognising and respecting the cultural and social backgrounds of the children.
- Communicate with staff and families about individual children and the centre. Encourage families to participate within the centre.
- Assist in the development, implementation and evaluation of daily routines.

- Work with fellow staff and maintain positive relationships with other team members.
- Identify and encourage children's learning and development through the recognition of interests and abilities.
- Follow the centre's policies and procedures to ensure a safe workplace for both children and staff of the centre.
- Supervise the children in your care.
- Promote healthy eating.
- Coordinate and direct activities of unqualified workers engaged in the implementation of programs and activities in group settings.
- Ensure that records are maintained and are up-to-date concerning each child in their care.
- Undertake and implement the requirements of quality assurance.
- Assist council with your skills and qualities as per your level of training and qualification in other areas of the Napranum Early Learning Centre.
- Abide by the centre's policies and procedures in relation to food-handling standards and hygiene practices. Also encourage children to follow simple rules of hygiene.
- Provide a safe environment for children.

Corporate Responsibilities

- Represent the Council in a positive and responsible manner at all times.
- Adhere to, and enforce on any other Council staff or visitors when necessary, obligations under the Work Health Safety Act 2011 or as amended or replaced.
- Comply with all council policies and Code of Conduct.
- Undertake all other relevant duties as directed from time to time, consistent with skills, competence and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

SKILLS, KNOWLEDGE AND ABILITIES

- Ability to learn and maintain current knowledge of requirements, regulations, standards or other requirements that apply to the centre.
- Ability to comply with the OH&S Policy, ensure a safe environment is maintained for staff and children, with particular attention to children with anaphylaxis, allergies, asthma etc.
- Ability to interact effectively with parents/guardians and staff drawn from diverse socio-economic and cultural backgrounds.
- Ability to liaise with families in regards to the day to day happenings in a positive and appropriate manner.
- Ability to actively support and co-operate with other staff in their child-care duties.
- Ability to take direction from the Nominated Supervisor and Group Leader with daily tasks and the preparation and delivery of programs.

SELECTION CRITERIA

Essential

- Experience working with children is essential and experience working in a Daycare or Pre-School setting desirable.
- High level of written and verbal communication skills.
- Hold a current Senior First Aid Certificate or be willing to obtain one within (3) months of employment.

- Hold a Certificate III of Children's Services or equivalent, or enrol within 3 months and demonstrate progress to obtaining a Certificate III of Children's Services or equivalent to enable completion within 18 months of commencement.
- An ability to observe and interpret children's behaviour and use the information to develop programs suited to each child's developmental needs.
- Knowledge of children's emotional and developmental needs.
- Current Queensland Children's Commission Blue Card or ability to obtain one.

Desirable

- Knowledge of children's emotional and developmental needs.
- Broad knowledge of employer and employee responsibilities under the Work Health Safety Act 2011.
- Be physically fit and healthy to be able to meet requirements of the position.

EXTENT OF AUTHORITY

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position's objectives. They must also reflect the Council's strong commitment to outstanding client service.