



## SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION

### Position Details

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Title:	Occasional Care Services Educator
Classification:	Band 3
Position Number:	CC29
Business Unit:	Community and Leisure Services
Reports to:	Occasional Care Services Coordinator

### Key Objectives

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To provide high quality child care and education in an occasional care and education centre based environment

### Key Responsibilities

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- Under supervision ensure a stable, safe, secure and hygienic environment for children and work to create a pleasant atmosphere;
- Be involved in the delivery of the Children's Services programs by implementing daily routines and duties that underpin planning;
- Implement and evaluate quality play and learning experiences;
- Respond appropriately to children's behaviour, developmental levels and special needs;
- Use positive forms of guidance and behaviour management;
- Ensure active, adequate and efficient supervision of children at all times;
- Work cooperatively with other staff and provide clear communication with other team members;
- Work cooperatively with the Occasional Care Service Coordinator and refer parents to the Coordinator on developmental or behavioural issues;
- Work in Accordance with the Children's Services Act 1996 and Children's Services Regulations 2009
- Work according to Centre policy and procedures at all times;
- Keep abreast of current issues that impact on the Children's Services Industry;
- Be familiar with medical, emergency and accident procedures;
- Undertake other routine duties as directed by the Occasional Care Service Coordinator consistent with the general requirements of this position;
- This position maybe required to act in the role of Occasional Care Service Coordinator, only when the incumbent holds the required qualifications under the Children's Services

Regulations 2009 and in accordance with the Southern Grampians Shire Council Enterprise Bargaining Agreement.

- Encourage innovation in the delivery of services and activities;
- Contribute to documenting, flowcharting and developing processes across the organisation;
- Identify, respond to, and record incidents involving patrons, and ensure Duty Supervisor is notified in all instances;
- Assist with emergency and evacuation procedures as directed by the Chief Warden (ie. Coordinator Leisure Programs or Leisure Services Supervisor).

### **Extent of Authority**

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- Commit to and adhere with Councils Child Safe Requirements.
- Responsible for contributing to and assisting in the provision of care and education for young children within a healthy, safe and welcoming environment whilst at all times meeting all regulatory requirements;
- Works under general supervision and according to specific guidelines.

### **Judgement and Decision Making**

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- Procedures are clearly documented and well understood;
- Guidance and advice are always available;
- Required to make judgements under general supervision.

### **Specialist Skills and Knowledge**

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- Knowledge of the Children Services Regulations 2009 and the Children's Services Act 1996;
- Knowledge of the approved Frameworks: "Belonging, Being & Becoming" and the Victorian Early Years Learning & Development Framework;
- Experience in the Childcare Industry;
- Commitment to the safety and wellbeing of all children and young people and observes child safe principles and expectations for appropriate behaviour towards and in the company of children, including responding to and reporting of allegations and disclosures of child abuse;
- A clear understanding of children's developmental requirements.

### **Management Skills**

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- Skills in managing time, setting priorities, and organising own work within a timetable;
- Ability to supervise children, observing Occupational Health and Safety and Risk Management protocols at all times;

- Ability to supervise groups under the incumbent's control.
- Maintain confidentiality at all times regarding matters within the Occasional Care Centre;

### **Inter-personal skills**

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- An ability to communicate effectively with children, parents, groups community agencies, early childhood professionals and members of the public;
- The ability to work both independently and as a part of a team.

### **Compliance with Legislation and Policies**

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Adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures;
  - Southern Grampians Shire Council Motor Vehicle Usage Policy (?)
  - Southern Grampians Shire Council Staff Code of Conduct;
  - Privacy and Data Protection Act 2014 (Vic);
  - Equal Opportunity Act 2010 (Vic);
  - Occupational Health and Safety Act 2004 (Vic);
  - Government/Industry Codes of Conduct;
  - The Southern Grampians Shire Council Enterprise Agreement; and
  - The Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
  - Responsible for ensuring the security of Council's assets under the Officer's control;
  - Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

### **Key Selection Criteria**

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The employee will demonstrate the following:

#### **Functional Competencies**

- Relevant experience and knowledge of relevant acts, regulations, frameworks and practises;
- Interpersonal skills demonstrating the ability to discuss, negotiate and problem solve with children, parents and fellow employees.

### Personal Competencies (behaviours)

- Demonstrated ability to work harmoniously as part of a childcare and education team;
- Ability to manage time, set priorities, plan and organise one's own work.

### Qualifications and Experience

- Minimum qualification required is a Certificate III in Children's Services that is recognised under the Children's Services Regulations 2009;
- Experience in the childcare industry;
- Current First Aid, Anaphylaxis and Asthma Management Certificates as recognised under the Children's Services Regulations 2009.
- Current Working with Children Check

### Agreement

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I, \_\_\_\_\_ have read and understand the objectives and conditions of the above mentioned role.

Employee: \_\_\_\_\_

SGSC: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

