



Trainee Early Childhood Assistant (Child Care Worker)

Reports to: Centre Director or Room Leader
Unit/Centre/Program: Integrated Services and Organisational Development
Date: March 2014

Primary Objective

Work as part of a team to provide quality childcare services whilst observing the policies, procedures, values and philosophies of SDN Children's Services.

Selection Criteria

Knowledge, Skills and Experience

- Interest in working with young children and working towards qualifications in Children's Service at Certificate III level
- Good oral and written communication skills
- Good relationship building skills

Personal Qualities

- Shows initiative and commitment
- Enthusiasm to learn and broaden knowledge
- Ability to multi-task, be flexible, well-organised and able to meet deadlines
- Maintain a reasonable level of fitness to meet physical aspect of the role
- Willingness to learn about the organisation and work within the philosophy of SDN

Key Accountabilities

Relationships with Children

- Support children in their learning through developing and maintaining nurturing relationships
- Communicate positively and openly with children
- Respect similarities and differences
- Guide and encourage children to undertake a variety of developmentally appropriate activities
- Provide physical care, assisting children in toileting, dressing and meal times
- Respond to the emotional needs of children
- Assist in the observation and evaluation of the children's development
- Assist in developing good nutritional practices for children
- Ensure that the dignity and rights of each child are maintained at all times
- Assist in the management of a group or groups of children

- Implement and maintain the elements of National Quality Framework (NQF) including National Quality Standards (NQS), National Regulations, Law and EYLF

Develop and maintain relationships with families and carers

- Conduct relationships in a professional manner ensuring privacy and confidentiality is maintained

Work within a legal and ethical framework

- Comply with SDN's policies and procedures
- Develop and awareness of and follow National Quality Framework, e.g. National Regulations, National Law and National Quality Standards
- Follow Child Protection guidelines and understand own responsibilities as a Mandatory reporter
- Work ethically in alignment with The Australian Early Childhood Association Code of Ethics
- Maintain and ensure confidentiality where appropriate

Study requirements

- Completion of training plan schedule and assessments in a professional and committed manner
- Utilise childfree time productively

Challenges

- Time management in meeting requirements of child contact time and training plan schedule
- Ability to actively seek and source further learning material as required with the support of nominated centre-based supervisor
- Respond to feedback to improve and develop knowledge

Decision Making

- All decisions will be made in consultation with Room Leaders, the Centre Director and Families

Relationship and Self-Management

- Contribute to the effective operation of the workplace by supporting colleagues through clear communication, sharing of information, participating as a team player and worker cooperatively with others.
- Establish and maintain positive working relationships with colleagues that are fair, professional, supportive and respectful.
- Reflect on and seek to develop own work performance
- Perform other duties as requested by your manager that fall within the scope of the role.

Work, Health and Safety

- Responsible for personal health and safety
- Complies with SDN requirements in relation to WHS & Injury Management activities and responsibilities
- Identifies and reports WHS problems, where evident, in processes or systems
- Reports accident/incident information promptly to RTW/WHS Coordinator