



Position Description, Educator Child Care Services

Programme:	CatholicCare Tasmania Child Care Services
Location:	Tasmania
Reports To:	Person in charge of the Care Service area and through to State Manager, CatholicCare Child Care Services
Approved by:	State Manager, CatholicCare Tasmania Child Care Services
Version:	February 2016
Award:	Children's Service Award 2010
Classification:	Children's Services Employee, Level 3
Full Time Equivalent:	Full time
Clearances Required	Working with Vulnerable People registration (Tasmania); National Police Criminal History Check

Context:

CatholicCare Tasmania's mission is to serve a distinctive culture of care for a thriving community. We pursue our vision by:

- empowering individuals and upholding their dignity
- enabling family life as the foundation of a healthy society
- encouraging hope-filled inclusive communities

CatholicCare Tasmania is committed to serving the vulnerable and disadvantaged regardless of circumstance and background. Our mission is grounded in

- a 2000 year commitment of the Catholic Church inspired by the love of God and the example of Christ
- serving physical, emotional and spiritual need of people through compassion, mercy and love
- proactive and professional engagement with stakeholders on evidence-based initiatives

Our Values

Respect

We respect the dignity and worth of every person irrespective of background and circumstances, from the moment of conception to life's natural end. We embrace difference and empower every person to shape his or her destiny.

Hope

We see strength in every person and believe that everyone can grow and build a positive future.

Commitment

We build relationships with those whom we serve and stand by them through the good times and bad. We dedicate ourselves to enhancing their rights and interests.

Integrity and Accountability

We maintain the highest ethical standards and act with integrity in all we do. We are accountable to the Tasmanian communities we serve, to those who provide our funding, and to each other. We take responsibility for continually learning and improving.

Excellence

We learn from and act on, proven evidence. We maintain the highest standards, and initiate and pursue innovative and best practice approaches to managing change in people's lives.

catholiccaretas.org.au

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Social Justice

We strive for fairness, equity and opportunity for all. We take time to care. We speak up for and give voice to, those who are vulnerable, protect the poor and the oppressed, and promote peace and human rights for everyone in our society.

Organisational Environment

How does this role fit within the organizational structure? Describe the organizational structure. Who do they report to? Talk about the breadth of the role, how many functions/tasks/groups of tasks.

Primary Objectives:

CatholicCare Tasmania Child Care Services aims to provide child care of the highest quality. Children's programmes are planned to be developmentally appropriate and stimulating. Cultural and social inclusiveness together with family involvement in all aspects of the centre's activities is vital to the functioning of this service.

Educators provide an important element in the overall delivery of quality child care services by contributing their skills and experience and being pivotal in the care provided. As an educator it is important for carers to understand the needs of children and their families, being able to develop and sustain positive partnerships and be an advocate for the importance of quality assurance.

The position of Educator at a CatholicCare Tasmania Child Care Service is responsible for assisting in the provision of child care services at sites at which CatholicCare Tasmania operates child care services.

The position reports to the Person in Charge of the service for day to day direction and instruction. The position is ultimately responsible to the State Manager, Child Care Services.

Major Accountabilities:

Interpersonal and communication style:

- Act to promote a friendly climate, good morale and cooperation within the Archdiocese of Hobart team
- Sensitivity and sound judgment in dealing with confidential information and sometimes delicate situations
- Develop a positive and collaborative relationship with all stakeholders
- Ensure that behaviour role models appropriate ethical and behavioural standards
- Resourcefulness and commitment to high performance standards and adapt to the ongoing development of agencies
- Ability to communicate information effectively and appropriately to a wider audience in both written and verbal format
- Demonstrated personal qualities of warmth, tolerance and discretion
- Defuses and resolves conflict in a range of situation, where tact and diplomacy are required

In respect of the child care programme

- To assist in the implementation of a program of activities suitable to the needs of the children attending the centre.
- To assist with catering for the needs of the individual child, with particular emphasis on the interests, special needs and aptitudes of each child.
- To assist with record keeping in respect of all children in care in accordance with National Privacy Principles.
- To assist with group activities such as story reading, music and movement and planned creative experiences.
- To create a friendly, stimulating and secure environment in which the children feel safe and comfortable.
- Develop awareness of and assist in maintenance of the health and safety of the children in care.
- To assist in ensuring that the requirements are maintained for licensing of the child care service by the Tasmanian Department of Education Child Care Unit under the standards applicable to the particular type of child care service.
- To assist in ensuring that the child care service maintains quality assurance accreditation in accordance with the requirements of the Australian Children's Education and Care Quality Authority.
- Maintain CatholicCare Tasmania's commitment to safeguarding children and young people from abuse and neglect by adhering to relevant legislation, policies and procedures.

In respect of the children

- To assist in the plan for the long and short term needs of each child.
- To treat each child with dignity and respect, taking into consideration any cultural, socio-economic or other differences which may exist.
- To keep and update the children's records, including the making of regular observations.

- To take responsibility for the administration of first aid or medications, and to facilitate good record keeping in respect of medication administration and storage.
- To monitor the physical health of the children at the child care service.
- To ensure that a consistently high standard of child care is maintained in the centre.
- Ensure that all children booked to attend the service have arrived and that their location within the centre is accounted for at all times.
- Resolve conflicts with and between children reasonably, positively and cooperatively

In respect of the team:

- To assist Management and other team members at the Centre at which the child care service is operated.
- To cooperate with the landlord of the property at which the child care service is operated.
- To assist with the provision of professional support, input and resources for all other team members of the child care service and any visiting child care students/trainees.

In respect of the service:

- To provide a positive and enthusiastic role model to children and team members alike.
- To develop a cooperative relationship with all team members, to ensure the smooth operation of the service.
- Provide a consistent, caring, secure and active environment for all the children in care.
- To carry out all prescribed administrative duties.
- Understand and work according to the centre or service's policies and procedures.
- To share cleaning responsibilities within the team.
- To work in cooperation with the landlord to ensure that a high standard of safety applies to the equipment within the service and in respect of the physical environment in which the service operates.

In respect of the parents:

- To develop a good rapport with all parents.
- To share positive/appropriate information about children with their parents in accordance with all obligations under the relevant standards for the child care service.
- In conjunction with the Person in Charge, consult where appropriate with parents about the individual needs of their children.

Personal accountability level:

- Promote and uphold the Identity and Mission of the Archdiocese of Hobart and the Vision, Mission and Values of CatholicCare Tasmania
- Effectively model CatholicCare Tasmania values to staff, clients and others;
- Uphold the Archdiocese of Hobart Workplace Behaviour Policy and professional standards in accordance with Integrity in the Service of the Church
- Adhere to Work Health and Safety (WHS) standards for a safe workplace; and follow all reasonable WHS direction provided in the completion of work

Risk and Work Health & Safety:

The Archdiocese is committed to ensuring that our operations at all Agencies are conducted with proper regard for health, safety and wellbeing of all.

You are required to observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task or person specific or related to safety.

All employees of the Archdiocese of Hobart will conduct themselves responsibly with proper respect for established rules and procedures and they will consistently perform their jobs with proper regard for the health and safety of others.

The Archdiocese of Hobart expect all employees to participate in and contribute to Work Health and Safety activities, including participation in the consultative processes provided by the organisation, to ensure a safe work environment for clients, our community, employees and visitors.

Key Communications Linkages:

Educators will regularly communicate with children, parents, guardians, employees of the CatholicCare Tasmania Children's Services employees, CatholicCare Tasmania Children's Services Administration, the State Manager of CatholicCare Tasmania Children's Services, and all other employees and managers of CatholicCare Tasmania and the Archdiocese of Hobart.

Position Impact:

This role does not have responsibility for other employees or any budget allocation.

Selection Criteria

Essential requirements

- 1 Commitment to the vision, mission and values of CatholicCare Tasmania; and a broad understanding of the operation of the Catholic Church in Tasmania

Essential Qualifications or Certificates:

- An understanding of, and commitment to, the operations of the Catholic Church and a commitment to the philosophy and core values of the Archdiocese of Hobart.
- Current Child Safety Screening Clearance from the Department of Education, Child Care Unit or a valid Working with Children Registration from the Department of Justice.
- Able to meet staffing ratio requirements for child care industry, current age requirement minimum 18 years of age.
- Certificate III in Children's Services or alternatively, this employee will possess, in the opinion of the employer, sufficient knowledge or experience to perform the duties at this level
- Current HLFTA301B, HLFTA301C or HLFTA311A 'Apply First Aid' Certificate.

Essential Experience or Skills

- Prior experience working with children or within a children's service, preferably within 0-12 year old age range.
- Sound knowledge of the National Quality Framework, 2011, Education and Care Services National Law and Regulations, 2011 and the Licensing Standards for Centre Based Care, Class 5.

Desirable Qualifications or Certificates

- Current Emergency Asthma Management and Anaphylaxis Management Certificates.
- Current Supervisor Certificate from the Department of Education.

Abilities

- Ability to relate well to children of any ages under care.
- Must be able to work as a member of a team, and work effectively in an environment subject to work pressure and change.
- Commitment to quality and the generation of continuous quality improvement and innovation.
- Well-developed interpersonal skills.
- Ability to relate to a diverse range of personalities in a mature, tactful and respectful manner.

Personal Characteristics

- Maturity, flexibility and tolerance.
- Supportive, non-judgemental regard of parents, children and colleagues.
- High level of interpersonal communication skills.
- Receptive to new ideas and input from others.

- 2 Ability and willingness to undertake the relevant employee screening processes, including the provision of a National Police Criminal History Check satisfactory to the Archdiocese of Hobart and registration to Work with Vulnerable People (Tasmania).