

Positions Vacant

Childcare Assistant (multiple positions)

Immediate start

Position will remain open until filled

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

Applications 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	Classification Level	Subject to Qualification
Department	Family and Child Support Services	Award	Queensland Local Government Industry (Stream A) Award – State 2017
Reports To:	NECC Supervisor	Location	Napranum
Nature of Employment	Fulltime/Casual/Part-Time		

PRIMARY POSITION OBJECTIVE/S

- 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 Values are the principles and beliefs that define who we are as a Council. They provide purpose and direction and help to guide the decisions we make every day to support the implementation of our Corporate Plan in the best interests of the Napranum community.

Local Participation	The diversity of our community is one of our strengths. We are committed to creating and supporting opportunities for local people.
Mutual Respect and Trust	Building and maintaining positive relationships that are based on mutual respect and trust.
Professionalism	We are acting within the limits of our authority and maintain a high standard of ethics and integrity.
Pride	We are demonstrating our pride by connecting with the community and celebrating our successes.
Listening to Our community	Taking time to listen to the people of Napranum to ensure we are working on delivering the programs and services that will make a real difference to people's lives.
Accountability	We are taking ownership for the decisions and actions that impact our community.
Innovation and Continuous Improvement	We show leadership and encourage new initiatives and a culture of continuous improvement

JOB 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.
- Assist the director in the assessment of students on placement
- 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.
- 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
- All other duties as directed from time to time

PERFORMANCE CRITERIA

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the NECC Supervisor.
- Work shall be performed in accordance with industry-accepted standards, quality standards and in accordance with the current Work Health and Safety Act 2011 and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.
- Follow Council employment and working arrangements, agreements and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods. Employees have an obligation to promptly notify Council as soon as practicable upon

becoming aware that they are going to be absent from work.

- Active participation in supervision discussions, performance reviews professional development activities, staff meetings and training as required or directed.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

CORPORATE RESPONSIBILITIES

- Adhere to, and enforce on any other Council staff or visitors when necessary, all other obligations under the *Work Health Safety Act 2011* or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Maintain effective Communication.
- Undertake all 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.

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.
- Demonstrated reliability.
- Hold a current Senior First Aid Certificate or be willing to obtain one within (6) 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.
- 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.
- Current Queensland Children's Commission Blue Card or ability to obtain one.
- Agree for a Commonwealth Police check.

Desirable

- Knowledge of children's emotional and developmental needs.

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 Council's strong commitment to outstanding client service.