

POSITION DESCRIPTION

POSITION TITLE:	Child Care Worker (Certificate III)
DEPARTMENT:	Child Day Care
CLASSIFICATION:	Level 3.1 - 3.3
AWARD/AGREEMENT:	MCS 'Child Day Care Staff' Collective Workplace Agreement 2008
REPORTS TO:	Manager Child Day Care
APPROVED/REVIEWED	
(Signed) _____	Date _____
Manager Child Day Care	

ORGANISATIONAL MISSION AND VALUES

MercyCare is committed to employing a caring and dedicated team of employees who provide services that enhance the quality of life in the community. Staff are called to behave in such a way that upholds the MercyCare Mission and demonstrates the Values of Compassion, Justice, Respect, Integrity and Excellence and to work co-operatively and collaboratively.

A commitment to the Mission and Values of Mercy is reflected in the attitudes, behaviour and actions of staff, process of decision making, MercyCare's policy and procedures, the quality and nature of MercyCare's services, provision of staff development programs, implementation of tasks and in the way people are related to and cared for, particularly Staff and customers.

Every person working in Mercy is required to behave at all times in a way which upholds the MercyCare's Values.

1 JOB PURPOSE

- 1.1 A Child Care Worker (Cert 111) is employed to work under supervision and is engaged to assist in the supervision and care of children and generally to assist in the functioning of the Centre.

2 KEY RESPONSIBILITIES

- 2.1 Mission
- 2.2 Teamwork
- 2.3 Quality
- 2.4 Occupational Safety & Health
- 2.5 Operational

2.1 Mission

- 2.1.1 Act as a role model for the Mission and Values of MercyCare.
- 2.1.2 Promote the integration of Mission with operational management.

2.2 Team Work

- 2.2.1 Participate as a valued team member promoting and contributing to a supportive team environment.
- 2.2.2 Act in a manner that is congruent with the Mission and Values of MercyCare.
- 2.2.3 To participate and any learning and development opportunities.

2.3 Quality

- 2.3.1 Participate in, contribute to, and implement quality improvement ideas and principles.

2.4 Occupational Safety & Health

- 2.4.1 Work within the guidelines and regulations as established by the organisation as they relate to occupational safety and health and ensuring that services are delivered a safe manner both for the incumbent and for the customer.
- 2.4.2 Responsible for reporting any Occupational Safety and Health Issues to the appropriate person within the department.

2.5 Operational

- 2.5.1 Maintain a clean, hygienic environment.
- 2.5.2 To attend to the personal hygiene of children.
- 2.5.3 Maintain own personal hygiene.
- 2.5.4 Attend to the nutritional needs of the children.
- 2.5.5 Respond to child's apparent ill-health.

- 2.5.6 Respond to an accident, emergency or threat within the Centre.
- 2.5.7 Implement routines which enhance the well being of the children.
- 2.5.8 Interact positively and appropriately with the children.
- 2.5.9 Undertake and implements the requirements of the National Accreditation Standards.
- 2.5.10 Work in accordance with Food Safety Standards.
- 2.5.11 Assist to prepare an environment based on programme requirements.
- 2.5.12 Assist in the implementation of programmes.
- 2.5.13 Liaise effectively with parents.
- 2.5.14 Participate in appropriate administrative processes.
- 2.5.15 Contribute to maintenance and care of buildings and equipment.
- 2.5.16 Implement Centre policies and procedures, where required.
- 2.5.17 Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups; and
- 2.5.18 Responsible for recording observations of individual children or groups for program planning purposes for qualified staff.

3 JOB RESPONSIBILITY

- 3.1 Performance Management
- 3.2 Confidentiality
- 3.3 Policies and Procedures
- 3.4 Equal Employment Opportunity
- 3.5 Development
- 3.6 Personal Effectiveness

3.1 Performance Management

- 3.1.1 Regular (and where possible daily) feedback will be constructively and respectfully provided to all staff members in line with continuous improvement goals. Upon satisfactory completion of the three (3) month probationary period formal substantiation of the employment contract shall be made and agreed to in writing by both parties. Thereafter all employees are required to participate in the annual Performance Review process.

3.2 Confidentiality

3.2.1 Maintain confidentiality of all information in accordance with the Mercy Community Services – Confidentiality Policy.

3.3 Policies and Procedures

3.3.1 Understand and comply with all divisional and organisational policies and procedures.

3.4 Equal Employment Opportunity

3.4.1 Understand and comply with Equal Opportunity Legislation.

3.5 Development

3.5.1 Proactively attend and participate in personal and professional development programs, seminars as appropriate to maintain current best practice.

3.6 Personal Effectiveness

3.6.1 Recognise the necessity to continually develop skills and acquire additional knowledge appropriate to the position.

3.6.2 Dress appropriate to the expectations of the specific work area and Occupational Safety and Health requirements.

4. POSITIONS REPORTING TO OR SUPERVISED BY THIS POSITION

4.1 Nil

<p><i>I (Staff Member's name).....have read, understand and agree to work within the above position description.</i></p> <p><i>Staff Member's signature..... Dated</i></p>
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SELECTION CRITERIA

Position Title: Child Care Worker – (Certificate III)

Classification: Level 3.1 - 3.3

Reports to: Manager Child Day Care

1. QUALIFICATIONS

1.1 AQF Certificate III in Children's Service.

2. COMMUNICATION

2.1 Excellent oral communication skills

2.2 Excellent interpersonal skills

3. SKILLS & RELEVANT EXPERIENCE OR KNOWLEDGE

3.1 Demonstrated experience working within a similar position.

3.2 Ability to work within a team environment.

3.3 Ability to work use own initiative.

3.4 Experience in developing and implementing programs within a Child Day Care environment.

ESSENTIAL SKILLS AND ABILITIES

The following skills and abilities are considered essential for the position:

- A willingness and capacity to embrace the mission and values of MercyCare.
- Work within MercyCare's Policies and Procedures.
- National Police Clearance.
- Working With Children (Criminal Record Checking) licence.
- C Class Drivers Licence