

POSITION DESCRIPTION

POSITION TITLE:	Qualified Child Care Worker
DEPARTMENT:	Child Day Care
CLASSIFICATION:	Level 4.1 - 4.6
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 The Qualified Child Care Worker is primarily responsible for providing total care of a group of children within the Child Day Care Centre.

2 KEY RESPONSIBILITIES

- 2.1 Mission
- 2.2 Teamwork
- 2.3 Quality
- 2.4 Occupational Safety & Health
- 2.5 Program
- 2.6 Children
- 2.7 Centre
- 2.8 Parents
- 2.9 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 Program

- 2.5.1 Responsible to the Manager Child Day Care for planning and implementing a program suitable to the needs and interest of the children attending the Centre.
- 2.5.2 Responsible for developing both a thematic or general level of planning and a more specific individual planning responsive to the special needs of parents and children.
- 2.5.3 To create a friendly, secure and stimulating interactive learning environment.

2.6 Children

- 2.6.1 To plan for the long and short term needs of each child.
- 2.6.2 Treat each child with dignity and respect, taking into consideration any cultural or other differences, which may arise.
- 2.6.3 To maintain developmental records.

2.7 Centre

- 2.7.1 To be willing to participate in team meetings, conferences and courses, where required.
- 2.7.2 Develop a cooperative relationship with all team members, to ensure a smoothly operating Day Care Centre and a consistently caring, secure and active environment for all the children, at all times.
- 2.7.3 Share cleaning responsibilities relating to the group, and then with other staff in other areas of the Day Care Centre.
- 2.7.4 To take responsibility for the safety of the Day Care Centre's environment and its equipment.

2.8 Parents

- 2.8.1 Develop and maintain a good rapport with parents.
- 2.8.2 Plan and implement, in conjunction with the Manager Child Day Care, methods for establishing positive liaison with parents of the children attending the Centre.
- 2.8.3 Inform parents about the Centre's program and consult with parents about their individual needs and those of their children.

2.9 Operational

- 2.9.1 Respond to an accident, emergency or threat within the Centre.
- 2.9.2 Implement routines which enhance the well being of the children.
- 2.9.3 Interact positively and appropriately with the children.
- 2.9.4 Undertake and implements the requirements of the National Accreditation Standards.
- 2.9.5 Work in accordance with Food Safety Standards.
- 2.9.6 Prepare an environment based on programme requirements.

- 2.9.7 Implementation of programmes.
- 2.9.8 Liaise effectively with parents.
- 2.9.9 Participate in appropriate administrative processes.
- 2.9.10 Contribute to maintenance and care of buildings and equipment.
- 2.9.11 Implement Centre policies and procedures, where required.

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 Child Care Worker's & E Workers.

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



SELECTION CRITERIA

Position Title:	Qualified Child Care Worker
Classification:	Level 4.1 - 4.6
Reports to:	Manager Child Day Care

1. QUALIFICATIONS

- 1.1 Diploma in Children's Services or equivalent as recognised by Licensing Authorities

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 Child Day Care Centre.
- 3.2 Demonstrated experience in developing and implementing programs within a Child Day Care environment.
- 3.3 Demonstrated experience in supervision of children.
- 3.4 Ability to work within a team 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