

## Position Description Children's Educator – Qualified (Minimum Cert III)



### Our Vision:

Leading our communities to excellence in integrated health and community services.

### Our Mission:

To provide people of all ages with access to quality, person-centred care in the Mallee.

### Our Philosophy:

Equitable and timely access to innovative models of care, supported by a local workforce that is engaged with the community.

### Our Services:

Mallee Track Health and Community Service (MTHCS) is classified as a multipurpose service (MPS) and provides a range of services across all the Mallee Track Communities; a total area of 18,000 square kilometres. MTHCS services include community and district nursing, a broad range of community and allied health services, neighbourhood houses, early childhood education and care, and access to primary health care. In addition, medical clinics, acute medical care, urgent care and residential aged care are provided at Ouyen and Sea Lake.

### Public Sector Values

As a Public Sector organisation, Mallee Track Health and Community Service adheres to the public sector core values. All staff are required to subscribe to the following values:

- **Responsiveness:** Providing frank, impartial and timely advice to the Government; providing high quality services to the Victorian community and identifying and promoting best practice.
- **Integrity:** Being honest, open and transparent in dealings; using powers responsibly; reporting improper conduct; avoiding real or apparent conflicts of interest and striving to earn and sustain public trust of a high level.
- **Impartiality:** Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; acting fairly by objectively considering all relevant facts and fair criteria and implementing Government policies and programs equitably.
- **Accountability:** Working to clear objectives in a transparent manner; accepting responsibility for their decisions and actions; seeking to achieve best use of resources and submitting themselves to appropriate scrutiny.
- **Respect:** Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; using their views to improve outcomes on an ongoing basis.
- **Leadership:** Actively implementing, promoting and supporting these values.
- **Human Rights:** Making decisions and providing advice consistent with human rights and actively implementing, promoting and supporting human rights.

### MTHCS Values

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- **Accountability:** We define our expectations and are accountable for our actions.
- **Excellence:** We set high standards and continually strive to improve on them.
- **Compassion:** We treat everyone with care, respect and dignity.
- **Teamwork:** We work collaboratively and in the spirit of partnership.
- **Integrity:** We endeavour to do the right thing in all circumstances, even if no-one is watching.
- **Transparency:** We are open and honest and embrace positive change.

**Mallee Track Health and Community Service is a smoke free workplace**

**DEPARTMENT:** Early Years

**POSITION TITLE:** Children’s Educator – Qualified (Minimum Cert III)

**RESPONSIBLE TO:** Early Years Program Leader

**POSITION STATEMENT:**

This position is responsible for assisting in the planning and delivery of developmentally informed programs to children of various ages, ranging from 6 weeks to 12 years of age, and who are enrolled at our long day care centres, integrated services and vacation care programs.

On occasion, and as negotiated, this position may be required to assist with supporting the delivery of kindergarten programs provided by Mallee Track Health and Community Service as an Early Years Manager of 5 Pre School Programs.

Our centres are located at Ouyen, Underbool, Murrayville, Sea Lake and Manangatang.

**KEY SELECTION CRITERIA:**

**Essential:**

- Current Victorian Driver’s Licence.
- Current Police Check.
- Current Working with Children Certificate.
- Certificate III in Children’s Services OR Diploma of Children’s Services OR Bachelor of Early Childhood OR equivalent qualification recognised under the Children’s Services Regulations, 2009.
- Good communication skills both written and verbal.
- Good time-management.
- Have an interest in improving the health of families through the delivery of children’s services.
- Participates as part of a co-operative team.
- Abiding by the Organisation’s Code of Conduct.
- Fulfils duty of care, including ethical practices.
- Using own initiative to complete tasks.

**Desirable:**

- Current First Aid, Asthma and Anaphylaxis Certificates.
- Sound understanding and knowledge of early childhood development.
- Experience working in a child care setting.

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- Proven ability to apply high ethical standards to represent MTHCS in a professional manner.
- Ability to assist in the implementation of a detailed developmentally appropriate program for children 0-6 years of age.
- Ability to participate in parental involvement in planning programs and care.
- Ability to be efficient and effective at completing allocated tasks.
- Ability to effectively engage with families and co-workers.

## KEY RESPONSIBILITIES:

### Organisational:

- MTHCS has a responsibility to maintain current policy; it is the responsibility of all staff to ensure compliance with relevant regulatory requirements and MTHCS policies and procedures.
- Support systems that provide safe, high quality care that increases patient experience and patient centred care.
- To comply with MMCCC Code of Conduct.
- To comply with MTHCS Code of Conduct.
- To ensure that MTHCS Infection Control guidelines are fully implemented.
- Demonstrate awareness and understanding of diversity and culture.
- MTHCS has a responsibility to maintain current policy; it is the responsibility of all staff to be aware of current policy.
- Maintains current knowledge of the relevant Acts, Regulations and Standards (State and Commonwealth) that affect childcare services and incorporates them into all aspects of practice.

These include:

- Children’s Services Act 1996
- Children’s Services Regulations 2009
- Education and Care National Law 2010
- Education and Care National Regulations
- Victorian Early Years Learning and Development Framework
- My Time Our Place Framework
- National Quality Framework

### Professional:

- Provide a healthy, safe and welcoming environment.
- Provide a learning environment which responds to each child’s developmental abilities.
- Implement planned and spontaneous activities.
- Implement daily routines that meet the needs of the individual child and the group as a whole.
- Deliver a service which is child and family centred in its approach.
- Assist the Room Leader/Teacher in the day to day supervision and implementation of education and development programs for young children.
- Ensure compliance with MTHCS policies and procedures/guidelines.
- Ensure compliance with MTHCS Infection Control policies and procedures.
- Demonstrated awareness and understanding of diversity and culture.
- Engage with families with a positive attitude regardless of diversity and culture.
- All staff members shall be expected to maintain strict confidentiality in relation to all matters pertaining to MTHCS activities.
- Ensuring compliance with the relevant Acts, Regulations and Standards that affect Children’s Services.
- Work as a multi-disciplinary team member.
- Demonstrates a positive attitude to the agreed role and responsibilities of the position.
- Ability to identify, discuss and resolve problems.
- High level of overall personal presentation.
- Using own initiative to complete tasks.

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- Prioritise tasks accordingly.
- Other duties as directed.

**Family Centred Practice:**

- Provide inclusion support by assisting the bus service or by walking to pick up and/or drop off children to their allocated venues.
- Provide a welcoming and culturally inclusive environment where all families are encouraged to participate in and contribute to children’s learning and development experiences.
- Use the families’ understanding of their children to support shared decision making about each child’s learning and development.
- Build positive relationships with families.
- Actively engage families and children in the planning of children’s learning and development.
- Supports parents and communicates child/ren’s developmental needs after discussion with the Room Leader/Teacher.
- Following sleep, meal, individual daily routines and medical requirements as discussed with families.
- Provide input into the implementation and review, in consultation with parents and service providers, a program that is suited to the individual needs and interests of the children. The program should reflect the diverse and cultural needs and interests of the children.

**Continuous Improvement:**

- Attend monthly Staff meetings.
- If not attended, follow up with missed staff meeting information.
- Provide input into Policy and Procedure review, Quality Improvement Plan, children’s development, safe work practices, evaluation of new products and equipment etc.
- Work towards compliance and best practice.
- Participate in hazard inspections, first aid kit audits, food thermometer audits and internal/external audits.
- Provide reflection and input for Incident/Injury/Trauma as needed.
- Carry out own self-critical reflection for improvement.
- Communicating to other staff of any changes throughout the day.
- Maintain an updated knowledge of children’s needs.

**Administration:**

- Complete the required mandatory forms throughout the day as required.
- Assists in ensuring that all new families are appropriately enrolled and orientated to the service.
- Answer the phone to the best of your knowledge, referring to another staff member or Admin if required or take a message with callers name and number to call back.
- Assist in tracking bookings for children.
- Actively participate in communicating with others.
- Completing the required operational forms such as Requisition for Repairs, Order Form, Training/Study Leave form, Leave Forms, Sick Certificate etc as required.

**Programming Responsibilities:**

- Working under the direction of the Room Leader/Teacher to ensure that children’s developmental outcomes are met and progressed.
- Provide professional, developmentally informed observations about children and their development to assist other qualified educators within the service to undertake program planning.

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- Provide assistance to maintain the necessary developmental records of children, programs and planning as specified in the Regulations for Children’s Services Centres and by the Mallee Track Health and Community Service Integrated Management Systems.
- Discuss with the Early Years Program Leader/Room Leader/Teacher, the specific needs of families and children attending the service.
- Assist in seeking parental involvement in development and implementing the service’s programs.
- Support and assisting other educators as required.

**General Tasks:**

- Setting up and packing away activities at the start, end and throughout the day where required.
- Responding to children’s need as required, including but not limited to sleep, dietary, toileting, first aid, hygiene, weather, nutrition and medical.
- Demonstrate and reinforce hygiene practices to children.
- Support and assist the Room leader/Teacher, other educators, new recruits or staff not regularly rostered at your service and work experience students in the room as required.
- Other duties as directed.

**Domestic Services:**

- Housekeeping tasks such as cleaning tables, chairs, dishes, floors and taking out of bins.
- Following the cleaning regime for toys, and sanitising of dishes.
- Preparation of children’s meals as required.
- Restocking of supplies as needed.
- Putting away supplies as needed.

**Child Safe Organisation**

- Mallee Track Health and Community Service is committed to preventing child abuse, identifying risks early, and removing and reducing these risks.

**OCCUPATIONAL HEALTH & SAFETY AND ENVIROMENTAL - All MTHCS employees will:**

- Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.
- Use any equipment provided for health and safety purposes.
- Obey reasonable instructions given by MTHCS in relation to health and safety at work.
- Help MTHCS meet our duty of care, such as by undertaking hazard inspections.
- Comply with all MTHCS OHS policies and procedures
- Ensure they do not interfere with or misuse anything provided in the interests of health and safety

Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.

To comply with this obligation, MTHCS requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).

If a risk is identified and fitness to safely perform the duties of the position needs to be determined, MTHCS with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.

**COMPULSORY TRAINING**

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As per the schedule

**PERFORMANCE APPRAISAL**

Conducted as per appraisal schedule.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(staff member)

**Print Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(supervisor)

**Print Name:** \_\_\_\_\_

cc: Personnel File

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