



Children’s Educator – Qualified (Minimum Cert III)

DEPARTMENT: Early Years

RESPONSIBLE TO: Early Years Program Leader

The Role

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 responsibilities

- 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.
- Prioritise tasks accordingly.
- Other duties as directed.

Key Selection Criteria:

Essential:

PD No: 33	PD Authorised by: Director of Community Services	Issue Date: 01.05.24	Version: 11
		Page 1 of 4	
Reviewed by: People & Culture Advisor		Last Reviewed: 01.05.24	
UNCONTROLLED WHEN DOWNLOADED	Authorised by: Chief Executive Officer	Next Review Due: 01.05.27	

- Current 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.
- 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.

Our Vision

Leading our communities to excellence in integrated health and MTHCS

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 is a multipurpose service (MPS) for all Mallee Track Communities encompassing a total area of 18,000 square kilometres. The health services include General Practice Clinics and Urgent Care at Ouyen and Sea Lake, Acute and Sub-Acute inpatient and outpatient services at Ouyen and Sea Lake, Community Aged Care and Residential Aged Care at Ouyen and Sea Lake. The community services include Allied Health, Delivered Meals, Community Transport, Social Support and Leisure and Lifestyle activities for Ouyen and Sea Lake as well as Early Years education and care for Ouyen, Sea Lake, Underbool, Murrayville and Manangatang. Community development activities include Rural Outreach and Neighbourhood Houses.

PD No: 33	PD Authorised by: Director of Community Services	Issue Date: 01.05.24	Version: 11
		Page 2 of 4	
		Reviewed by: People & Culture Advisor	Last Reviewed: 01.05.24
UNCONTROLLED WHEN DOWNLOADED		Authorised by: Chief Executive Officer	Next Review Due: 01.05.27

Our Values



- **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.

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 uphold these 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.

Mallee Track Health and Community Service is a smoke free workplace

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 and Environmental Safety

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.

PD No: 33	PD Authorised by: Director of Community Services	Issue Date: 01.05.24	Version: 11
		Page 3 of 4	
Reviewed by: People & Culture Advisor		Last Reviewed: 01.05.24	
UNCONTROLLED WHEN DOWNLOADED		Authorised by: Chief Executive Officer	
		Next Review Due: 01.05.27	

- 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.

Acknowledgement

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: ____/____/____
 Executive Officer

Print Name: _____

cc: Personnel File

PD No: 33	PD Authorised by: Director of Community Services	Issue Date: 01.05.24	Version: 11
		Page 4 of 4	
Reviewed by: People & Culture Advisor		Last Reviewed: 01.05.24	
UNCONTROLLED WHEN DOWNLOADED		Authorised by: Chief Executive Officer	
		Next Review Due: 01.05.27	