

DUTY STATEMENT

POSITION TITLE	Children's Services Employee
LEVEL	Level 3
REPORTS TO	Team Leader/Coordinator
PROGRAM	Early Childhood Services/School Age Care
POSITION SUMMARY	To undertake duties necessary to support the implementation of Quality Assurance.

DUTIES

1. Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups.
2. Be responsible for recording observations of individual children or groups for program planning purposes for qualified staff.
3. Assist in the implementation of daily care routines.
4. Develop awareness of and assist in maintenance of the health and safety of the children in care.
5. Give each child individual attention and comfort as required and provide support to children with identified needs.
6. Comply with the services' policies, procedures and licencing requirements.
7. Be responsible for food preparation, cleaning, gardening or general maintenance under the guidance of the Supervisor.
8. Demonstrate knowledge of hygienic handling of food and equipment in accordance with food safety regulations.
9. Assist in the direction of untrained staff.
10. Other duties as directed.

SELECTION CRITERIA

ESSENTIAL

1. Certificate III in Children's Services and/or minimum of 2 years experience in child care.
2. Ability to implement and evaluate a developmentally appropriate program.
3. Demonstrated ability to record observations and update children's developmental records.
4. Ability to work successfully as part of a team to provide a high standard of care.
5. Excellent interpersonal skills.
6. First Aid Certificate or willingness to obtain

DESIRABLE

1. Food Handler Certificate