

## DUTY STATEMENT

<b>POSITION TITLE</b>	Children's Services Employee
<b>LEVEL</b>	Level 4
<b>REPORTS TO</b>	Assistant Manager/Area Manager
<b>PROGRAM</b>	Early Childhood Services
<b>POSITION SUMMARY</b>	To undertake duties and provide guidance as necessary to meet the requirements of Quality Assurance.

### DUTIES

1. Be responsible, in consultation with the Supervisor for the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups of children in care.
2. Ensure that records are maintained accurately for each child in care.
3. Give each child individual attention and comfort as required and provide support to children with identified needs.
4. Develop, implement and evaluate daily care routines.
5. Develop awareness of and assist in maintenance of the health and safety of the children in care.
6. Ensure the services' policies, procedures and licencing requirements are complied with.
7. Demonstrate knowledge of hygienic food handling and equipment in accordance with food safety regulations.
8. Direct and supervise employees up to CSE Level 3.
9. Assist with the supervision of students on placement.
10. Comply with OH&S legislation, policy and procedures to ensure a safe and healthy environment is maintained for both children and staff.
11. Be responsive to the needs of families and encourage their involvement in the program.
12. Be responsible for food preparation, cleaning, gardening or general maintenance under the guidance of the Supervisor.
13. Other duties as directed.

### SELECTION CRITERIA

#### ESSENTIAL

1. Diploma of Children's Services or equivalent Australian recognised Course.
2. Demonstrated ability to plan, implement and evaluate a developmentally appropriate program suitable for children under school age entry.
3. Demonstrated ability to work successfully as part of a team to provide leadership to other team members.
4. Excellent interpersonal skills.
5. First Aid Certificate or willingness to obtain

#### DESIRABLE

1. Food Handlers Certificate