



Communities@Work

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DUTY STATEMENT

POSITION TITLE	Children's Services Employee
LEVEL	Level 1/Trainee
REPORTS TO	Team Leader/Co-ordinator
PROGRAM	Early Childhood Services/School Age Care
POSITION SUMMARY	To be introduced to the childcare working environment and undertake duties as directed.

DUTIES

1. Learning and implementing the policies, procedures and routines of the service.
2. Learning how to establish relationships and interacting with the children.
3. Learning the basic skills required to work in this environment with the children.
4. Giving each child individual attention and comfort as required.
5. Basic duties including food preparation, cleaning or gardening.
6. Other duties as directed.

SELECTION CRITERIA

ESSENTIAL

1. Ability to work in a team environment.
2. Ability to communicate effectively
3. Minimum year 10 Certificate
4. Over 18 years of age.
5. First Aid or willingness to obtain