



Assistant/Casual Child Care Worker

ESSENTIAL CRITERIA

1. KNOWLEDGE AND SKILLS

- Demonstrated ability to work in partnerships with families.
- Effective communication skills.
- Knowledge of Child Protection legislation and its implications for the care and protection of children.
- Ability to contribute as a team member to Occupational Health and Safety issues in the centre.
- Understanding of the Standards Northern Territory Child Care Centres 1997
- Must have a Criminal History Check
- Must have a Senior First Aid Certificate

2. ATTITUDE REQUIREMENTS

- Proven ability to communicate clearly all necessary information to families, children and staff members under the direction of the Team Leader/Teacher/Director.
- Demonstrated commitment to ongoing professional development in the early childhood profession.

3. PHYSICAL REQUIREMENTS

- Ability to undertake all physical requirements involved with the early childhood setting including lifting loads of 20kg, bending, squatting, pushing, pulling, trunk twisting, kneeling, sitting and standing for duration.

DESIRABLE CRITERIA

1. EDUCATION AND TRAINING

- Studying Certificate 3 in Children's Services.
- Attend
- fire awareness training

2. WORK EXPERIENCE

- Previous experience working in Children's Services.

JOB DESCRIPTION

Responsible to the Director as the representative of Little Mangoes.

1. GENERAL RESPONSIBILITIES

- To work as a member of a co-operative team in order to provide an appropriate educational program for the group/s of children within the service.
- To ensure that the policies of Little Mangoes are implemented in providing appropriate care and educational programs for children.

2. SPECIFIC RESPONSIBILITIES

- **Children**
 - If required, being responsible for the coordination of activities for a group of children for short periods of time throughout the day.
 - When coordinating the activities for a group children for short periods of time throughout the day, it is required to implement parts of the programs, as developed by the team leader, and to provide feedback to the team leader.
 - Assists the team leader with the recording of children's records and other activities.
 - To provide a healthy, safe and welcoming environment.
 - Assists the supervisors required in setting up and cleaning away equipment, attending to the needs of children, administrative duties, and any other tasks incidental to their primary contact role.
 - To assist with the indoor and outdoor supervision of the children.
 - To attend to physical needs of the children.
- **Staff**
 - To work as a member of a co-operative team, sharing housekeeping duties.
 - Is responsible to, and works under the direction of a supervisor who is regularly present in the room.
 - To assist with minor repairs to equipment.
 - To attend staff meetings as required by the Director.
 - To attend regional meeting and in service as per award.
- **Families/Community**
 - To assist in developing a good relationship with families/care givers.
- **Maintenance**
 - To follow housekeeping practices which ensure that equipment is maintained at an optimal level.

3. PHYSICAL REQUIREMENTS

- To organize a pleasant, welcoming and safe environment for the children.

- To undertake the physical duties involved in working with young children in an early childhood setting on a daily basis.
- **Physical duties include:-**
 - The setting up and packing away of the indoor and outdoor environments at the centre.
 - To be able to kneel or sit on the floor in order to communicate with children at their level.
 - To be able to carry a child in an emergency situation.
 - To be able to actively move around the environment whilst supervising children.

4. ADDITIONAL FOR MOBILE PRE-SCHOOL SERVICES.

- To undertake the physical duties of setting up and packing away on a daily basis.
- To undertake the physical duties of loading and unloading the pre-school van on a daily basis.

5. PROFESSIONAL DEVELOPMENT

- To keep up-to-date with current developments in the early childhood field.
- To maintain confidentiality and adhere to the ECA Code of Ethics.
- To develop and evaluate own professional goals with the Centre Director.
- Attend a Fire Training Course.

6. OTHER

- Any other duties as required from time to time by the Director.

Signed

Date

Name

Director

Date

Name
