POSITION DESCRIPTION

CHILDCARE ASSISTANT – YEAR-ROUND CARE

POSITION TITLE	Child Care Assistant Year-Round Care	POSITION CODE	Various
DIRECTORATE	Shire Services	SECTION	Community, Arts & Tourism
REPORTS TO	Year-Round Care Coordinator and/or Team Leader Children's Services	GRADE	B
DATE PD APPROVED	December 2003	LOCATION	Picton
DATE PD REVIEWED	October 2026	DIRECT REPORTS	Nil

COUNCIL OVERVIEW

Working at Wollondilly Shire Council, you will help to achieve our organisational vision, *Making Wollondilly even better, together.* All of our staff live and role model our Corporate Values of Accountability, Agility, Service Excellence, Integrity and Collaboration.

PRIMARY PURPOSE OF THE POSITION

The purpose of this role is to assist in the provision of Council's quality childcare services in accordance with the National Quality Framework (NQF) and related legislation.

KEY ACCOUNTABILITIES

- Actively participate in planning, implementing and evaluating appropriate programs for individuals and groups of children in conjunction with other staff.
- Provide high quality care to meet the physical, social, emotional and intellectual needs of the children in care in line with the NQF.
- Build and maintain close relationships with parents/guardians, children and other staff.
- Share in the general cleaning and maintenance of the service, ensuring the environment is safe, clean and hygienic as well as aesthetically pleasing.
- Actively and positively participate in staff meetings and team activities for the development of the service.
- Ability to work as a member of a professional team.
- Handle records with care, do not destroy records without authority and protect sensitive records from unauthorised access.
- Maintain a high level of confidentiality in regards to families/children and other staff information.
- Additional duties as required within the limits of the employee's skills, competence and training

KEY CHALLENGES AND COMPLEXITIES

- Actively participate in continuous improvement and quality service provision as per the NQF.
- Maintain and keep up to date with legislative obligations and all mandatory training and development including: First Aid, CPR, Working with Children Check, National Police Check, Mandatory Immunisation and approved Child Protection.

KEY RELATIONSHIPS

INTERNAL INFLUENCE WHY?

Councillors, Managers, Senior Leadership Team and Employees

- The position works within Council and decisions made may have impact across the whole Council.

Employees, Managers, Supervisors, Senior Leadership Team

- Decisions usually impact the jobholders own work and, that of within their own team.

- The position provides services and advice across the section.

EXTERNAL INFLUENCE WHY?

Customers

- The position has significant external influence due to their involvement in service levels and policies effecting, multiple community members and groups.
- The position has significant external influence due to the areas of responsibility and their contribution to the organisation in providing service functions on behalf of Council.
- Provide a direct external service to our community members within the function of the position.

Suppliers of Materials and Services

- The position may be required to interacts with a range of suppliers and services at times, and is responsible for ensuring a high level of probity is maintained at all times.

Customers and Other external bodies

- Work is primarily internally focused. Work is influenced externally by legislative changes and changes in government policy.

AUTONOMY AND DECISION MAKING

The role typically has the freedom to act as guided only by broad Council policy, legislation, senior management and the jobholder's experience and knowledge. Decisions are made within the scope of Council's policies as delegated from time to time by the Chief Executive Officer. Please see delegations list for full description of authority.

CODE OF CONDUCT, POLICIES, PROTOCOLS AND PROCEDURES

Employees are to adhere to Council's Code of Conduct, policies, protocols and procedures at all times.

FRAUD AND CORRUPTION PREVENTION

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council has employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

RISK RESPONSIBILITIES

Employees have a day to day responsibility to identify, analyse, evaluate and treat all risks that relate to their role and Council.

CAPABILITIES FOR THE POSITION

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: 'how we do things around here'. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at https://www.lgnsw.org.au/capability

Below is the fill list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

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Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	**Foundational**
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Foundational
	Work Collaboratively	**Intermediate**
	Influence and Negotiate	Foundational
 Results	**Plan and Prioritise**	**Intermediate**
	Think and Solve Problems	Foundational
	Create and Innovate	Intermediate
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Foundational	• Is open and honest • Tells the truth and admits to mistakes • Follows the code of conduct, policies and guidelines • Has the courage to speak up and report inappropriate behaviour and misconduct

Group and Capability	Level	Behavioural Indicators
Relationships Work Collaboratively	Intermediate	• Encourages an inclusive, supportive and co-operative team environment • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and contributions
Results Plan and Prioritise	Intermediate	• Participates constructively in unit planning and goal setting • Helps plan and allocate work tasks in line with team/project objectives • Checks progress against schedules • Identifies and escalates issues impacting on ability to meet schedules • Provides feedback to inform future planning and work schedules

SELECTION CRITERIA
INHERENT REQUIREMENTS

Essential Experience

- Demonstrated basic knowledge of programming and evaluation for school age children, ensuring contribution to the section.
- Ability to develop and maintain respectful relationships with external customers
- Demonstrated commitment to Council's Corporate Values of Accountability, Agility, Service Excellence, Integrity, Collaboration.
- Demonstrated ability to work individually and collaboratively as part of a professional team

Essential Qualifications, licences and tickets

- Over 18 years of age with a minimum of 1-year experience working with children aged 5-12 years
- Current First Aid Certificate, CPR certificate, Working with Children Check and Police Check
- Available to work shifts between 6.30am – 9.00am and 3.00pm – 7.00pm during NSW Public School Terms; and shift between 7.00am – 7.00pm during NSW School Holidays.

DESIRABLE REQUIREMENTS

- Demonstrated skills in appropriate behaviour guidance techniques

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ACCEPTANCE OF POSITION

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature: Date:

WHS PHYSICAL TASK REQUIREMENTS

WOLLONDILLY PRESCHOOL EDUCATOR (CERTIFICATE III) - CASUAL

PHYSICAL TASK REQUIREMENTS

Physical Demands – General

- Data Entry – tasks involve the use of hands and arms to enter data on a computer with the use of a keyboard and/or mouse.
- Writing – tasks require written correspondence to be done.
- Verbal communication – tasks involve constant verbal communication with others face to face and via telephone.
- Sitting – tasks involve the prolonged periods in a seated position.
- Standing – tasks involve prolonged periods of standing
- Walking – tasks involve walking on uneven, slippery or sloping surfaces
- Colour Perception – tasks require you to be able to differentiate between colours.

Physical Demands – Manual Handling

- Bending/Twisting – tasks involve forward or backward bending or twisting at the waist.
- Reaching – tasks involve reaching with arms raised above shoulder height or forward reaching with arms extended
- Kneeling/Squatting – tasks involve the need to bend down in order to work at lower levels
- Light lifting/carrying – tasks involve raising, lowering, pushing, pulling, striking or moving objects away from or towards the body or the use of tools, equipment or the moving of materials:
    - Medium 10-15kg

Exposure to Chemical or Biological Hazards

- Working with Hazardous or Dangerous Substances – tasks involve the use of chemicals that are classified as hazardous or dangerous which may cause skin, eye or respiratory irritations if contact is made and requires precautionary measures and/or the use of PPE
- Handling Waste – tasks involve handling garbage or other forms of waste

Working Environment

- Working indoors – tasks involve exposure to air conditioning and non-air conditioned work spaces.
- Working Outdoors – tasks involve exposure to sunlight, wind, rain, and varying temperatures

Psychological Demands

- Information ordering – tasks involve arranging things in a certain order.
- Language skills – tasks involve the ability to read, analyse & interpret reports, correspondence, forms, technical drawings, legislation and policies.
- Making Decisions – tasks involve making decisions and operating under short time frames and/or deadlines.
- Mathematical Deduction – tasks involve the ability to calculate figures and amounts and to apply mathematical concepts to practical solutions
- Dealing with the public – tasks involve regular contact with the public using tact and diplomacy.

WORK HEALTH AND SAFETY

Employees – must cooperate with the employer to ensure the provision of a safe and healthy place of work.

Responsibilities

- To comply with all reasonable direction given to them by their immediate Supervisor.
- To follow and comply with the direction contained in documented WHS procedures, Safe Work Method Statements or Risk Assessments.

- To perform their duties in a safe manner, and to take reasonable care for the safety of others at work.
- Ensure that all incidents and near misses are reported to their immediate Supervisor.
- To use and maintain all safety equipment and personnel protective equipment (PPE) where directed by the Supervisor or signage.
- To be proactive in the identification of potential hazards that may be present in the workplace.

Accountability

- Employees will be held accountable for failing to comply with the Work Health and Safety responsibilities listed above.

Authorities

- Employees will have the authority to control any Work Health and Safety issue pertaining to their work activities at their place of work and/or to cease work when there is a genuine concern of risk to their own safety or that of others in the workplace.
- Where the ability to control a Work Health and Safety issue beyond, or progresses beyond an employee's authority, the issue is to be escalated to the next appropriate level of management.

ACCEPTANCE OF WHS REQUIREMENTS

I have read and understand the contents of WHS Physical Tasks and Requirements for my role and agree to work in accordance with the requirements of the position.

Signature: Date: