

POSITION DESCRIPTION

Child Care Assistant – Year-Round Care

POSITION TITLE	Child Care Assistant Year-Round Care	POSITION CODE	Various
DIRECTORATE	Shire Services	SECTION	Community Services
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	May 2025	DIRECT REPORTS	Nil

COUNCIL OVERVIEW

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

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

KEY CHALLENGES AND COMPLEXITIES

1. Actively participate in continuous improvement and quality service provision as per the NQF.
2. 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?
Employees, Managers, Directors	The position involves direct service provision which impacts own work and direct team members.
EXTERNAL INFLUENCE?	WHY?
Residents and ratepayers	The position provides direct service delivery of early childhood education and care on behalf of Council

AUTONOMY AND DECISION MAKING

The role requires the employee to have freedom to complete basic and predictable tasks as instructed or guided and follow service procedures and related legislation.

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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.

PHYSICAL TASKS AND REQUIREMENTS

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

Physical Demands – General

1. 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.
2. Writing – tasks require written correspondence to be done.
3. Close eye work – tasks involve the inspection of small defects/small parts
4. Verbal communication – tasks involve constant verbal communication with others face to face and via telephone.
5. Sitting – tasks involve the prolonged periods in a seated position.
6. Standing – tasks involve prolonged periods of standing
7. Walking – tasks involve walking on uneven, slippery or sloping surfaces
8. Colour Perception – tasks require you to be able to differentiate between colours.

Physical Demands – Manual Handling

9. 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 – Light 0-9kg.
10. Bending/Twisting – tasks involve forward or backward bending or twisting at the waist.
11. Reaching – tasks involve reaching with arms raised above shoulder height or forward reaching with arms extended
12. Kneeling/Squatting – tasks involve the need to bend down in order to work at lower levels

Exposure to Chemical or Biological Hazards

13. Handling Waste – tasks involve handling garbage or other forms of waste

The Working Environment

14. Working indoors – tasks involve exposure to air conditioning and non-air-conditioned work spaces.
15. Working outdoors – tasks involve exposure to sunlight, wind, rain, and varying temperature

Psychological Demands

16. Information ordering – tasks involve arranging things in a certain order.
17. Language skills – tasks involve the ability to read, analyse & interpret reports, correspondence, forms, technical drawings, legislation and policies.
18. Making Decisions – tasks involve making decisions and operating under short time frames and/or deadlines.

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19. 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 as far as they are reasonably able to ensure the provision of a safe and healthy place of work.

Responsibilities

1. To comply with all reasonable direction given to them by their immediate Supervisor.
2. To follow and comply with the direction contained in documented WHS procedures, Safe Work Method Statements, Safe Operating Procedures or Risk Assessments.
3. To perform their duties in a safe manner, and to take reasonable care for the safety of others at work.
4. Ensure that all incidents and near misses are reported to their immediate Supervisor.
5. To use and maintain all safety equipment and personnel protective equipment (PPE) where directed by the Supervisor or signage.
6. To be proactive in the identification of potential hazards that may be present in the workplace.

Accountability

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

Authorities

8. 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.
9. 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.

SELECTION CRITERIA

INHERENT REQUIREMENTS

Personal Attributes, Communication and Team Work

- 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

Customer Service

- Ability to develop and maintain respectful relationships with external customers

Level of Planning, Problem Solving and Budget

- Demonstrated basic knowledge of programming and evaluation for school age children, ensuring contribution to the section.

Essential Experience and Minimum Qualifications

- Minimum Certificate III in Children's Services
- 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: