

Child Care Worker Position Description

Position Title: Child Care Centre Worker	Unit: Corporate Services	Date: January 2011
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Reports To: Child Care Centre Coordinator	Direct Reports: Nil	Position Status: Full Time Seasonal	Band: 3-4
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Primary Objective

Provide a safe, caring and stimulating environment for young children between 6 weeks and 5 years of age. Provide support for families living in and visiting the alpine areas.

Organisational Environment

Falls Creek is a major tourist destination in North-Eastern Victoria, with the resort set at an altitude ranging from 1210 to 1830m and bounded on all sides by the Alpine National Park.

The Falls Creek Alpine Resort Management Board is accountable for the development, promotion, management, and use of Falls Creek's 1,535 hectares. Appointed by Victoria's Minister for the Environment, the Board operates under the Alpine Resorts (Management) Act, which sets out the objectives for the management of Victoria's alpine resorts and aligns with the Victorian Government's Alpine Resorts 2020 Strategy.

The Child Care Centre Worker position operates throughout the snow season assisting in delivering child care services to visitors and employees of the Alpine Resort.

Organisational Values

Safety First	Our concern for safety, health and the environment is paramount.
Teamwork	Our own individual success comes from our contribution to team efforts and commitment to team goals.
Respect for people	We have mutual understanding and respect for each other as team mates and also for our guests.
Integrity	We are consistent, trustworthy and transparent in the way we do business.
Vibrancy	Take time to reflect upon the excitement and uniqueness of the environment(both natural and manmade) in which we work.
Environmentally aware	Falls Creek's natural environment is our greatest asset, which we strive to protect and enhance.

Key Working Relationships

Internally this position works with:

- Child Care Centre Manager
- Other Child Care workers
- Finance Team

Externally key working relationships are with:

- Visitors
- Stakeholders

Falls Creek Employees using childcare services

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Major Accountabilities:	Performance Criteria:
Implement age appropriate programs for a range of children that are exciting and engaging	Positive feedback received from parents
Assist in ensuring the safe supervision of children aged between 6 weeks and 5 years of age	Children safely supervised
Assist the Child Care Coordinator to ensure FCRM Child Care Centre operations are compliant with the Children's Services Act 1996 and Children's services Regulations 2009.	Child Care Centre passes DHS Audit
Ensure FCRM Child Care environment is kept clean and in good repair to ensure the safety of all children attending the centre	Centre is clean and in good repair. Low level of adverse incidents
Maintain appropriate records in accordance with Falls Creek Child Care practices, including attendance, child enrolment records, food safety data and medication records	Records maintained appropriately, pass DHS Audit Ensure food safety records are completed
Assist visitors with Falls Creek Resort Information in a courteous and professional manner	Positive feedback
Ensure the health and welfare of children attending the child care centre is considered at all times	Positive feedback
Ensure effective and positive communication with colleagues and clients	Positive feedback
Report any significant matters arising in the course of duties to the Child Care Manager	Matters reported
Comply with Falls Creek Resort Management practice including financial/human resource delegations and relevant legislation on Occupational Safety & Health and Equal Opportunity	Display compliance with organisation policies and work practices

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Key Challenges

Major challenges include:

- Providing a friendly family environment for children in short term care
- Balancing needs of parents / guardians with needs of organisation

Position Dimensions

Budget responsibilities	Control	N/A
	Maintain/monitor	N/A
	Signing authority	N/A
Staffing	Direct Reports	Nil
	Indirect Reports	Nil

Decision Making

This position operates within clearly defined organisational policies, procedures and delegations and receives specific direction from the Child Care Centre Coordinator . Decisions and recommendations are constrained by FCRM policy and practice. The position will clarify and resolve problems using established procedures defined through organisational and legislative requirements.

Qualifications, Skills, Knowledge and Experience

- Certificate III In Children's Services or Diploma of Children's Services and relevant experience as a Child Care Worker
- Current First Aid Certification
- Anaphylaxis Training
- Demonstrated experience at implementing exciting and engaging child care programs
- Effective communication and interpersonal skills
- Ability to relate well with children and parents
- Successful applicant will need to satisfy requirements of a Police Check / Working with Children prior to appointment
- Ability to exercise sound judgement and carry out instructions with minimum supervision
- Demonstrated ability to operate as an effective team member
- Basic Computer literacy
- Current motor vehicle licence.

Verification:

We certify that the content of this position description is accurate:

Position Holder: _____ / /

Manager/Supervisor: _____ / /