

## Position Description

<b>Position Title</b>	<b>Child Care Educator - Cert III</b>
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Position Details			
Reporting to	Child Care Manager		
Direct Reports	Nil		
Liases with internally	Child Care Manager, Child Care Educators, Corporate Services and Finance teams, other Falls Creek Resort Management (FCRM) staff as required.		
Liases with externally	Visitors, Stakeholders, Falls Creek residents / employees using Childcare Services.		
Purpose of the Position	Provide a safe, caring and stimulating environment for young children between 12 weeks and 5 years of age. Provide support for families living in and visiting the Alpine areas.		
Selection Criteria			
Essential Criteria	<ul style="list-style-type: none"> <li>Caring and kind team player and a positive role model</li> <li>Certificate III in Children’s Services or equivalent (or on a 3 month probationary position before starting a childcare qualification) with relevant experience as a Child Care Educator</li> <li>Current First Aid Certification including anaphylaxis and asthma or HLTAID004: Provide an emergency first aid response in an education and care setting (which includes asthma and anaphylaxis)</li> <li>Current Victorian Working with Children Check or VIT registration</li> <li>Experience in helping to implement exciting and engaging child care programs</li> <li>Effective communication and interpersonal skills</li> <li>Ability to relate well with children and parents</li> <li>Ability to exercise sound judgement and carry out instructions with minimum supervision</li> <li>Demonstrated ability to operate as an effective team member</li> <li>Basic computer literacy.</li> </ul>		
Desirable Criteria	<ul style="list-style-type: none"> <li>Previous experience working in a similar capacity within the tourism based industry.</li> <li>Excellence in quality care of infants and young children.</li> <li>Knowledge of KidsXap childcare software.</li> </ul>		
Behaviours Required	<ol style="list-style-type: none"> <li>1. Teamwork</li> <li>2. Customer focus</li> <li>3. Solutions driven</li> <li>4. Innovative</li> <li>5. Honesty and Integrity</li> </ol>		
Key Performance Indicators	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Communication</b></td> <td> <ul style="list-style-type: none"> <li>Maintain excellence in customer service and a respectful attitude to diversity to both internal and external customers.</li> <li>Ensure all communications with staff, parents, stakeholders, children and visitors are in line with the organisation’s strategic goals and timelines.</li> <li>Respect confidentiality.</li> </ul> </td> </tr> </table>	<b>Communication</b>	<ul style="list-style-type: none"> <li>Maintain excellence in customer service and a respectful attitude to diversity to both internal and external customers.</li> <li>Ensure all communications with staff, parents, stakeholders, children and visitors are in line with the organisation’s strategic goals and timelines.</li> <li>Respect confidentiality.</li> </ul>
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	<b>Administration</b>	<ul style="list-style-type: none"> <li>Comply with child care record and file information keeping requirements as required by FCRM and relevant legislation and guidelines.</li> <li>Maintain currency of qualifications and certifications as required for the role.</li> </ul>
	<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>Help to implement interesting and varied age appropriate activities for children under the care of FCRM Childcare Services in line with EYLF, VEYLDF, NQS, FCRM Policies and Procedures, best practice and legislative guidelines.</li> <li>Participation and contribution to planning and innovation in service delivery in collaboration with other educators when required.</li> </ul>
	<b>Occupational Health &amp; Safety</b>	<p>Ensure all reasonable steps are taken to protect personal safety at work and contribute to and maintain a positive safe workplace by:</p> <ul style="list-style-type: none"> <li>Awareness and understanding of the FCRM Child Care Emergency Management Plan and emergency policies and procedures, including participation in drills;</li> <li>Maintaining necessary competencies;</li> <li>Personally following established work procedures (as per training);</li> <li>Ensuring immediate work area and equipment is maintained and used safely (as per training);</li> <li>Reporting any safety concerns and/or incidents immediately to management;</li> <li>Contributing to FCRM safety activities and assisting FCRM to continually improve overall safety performance and standards; and</li> <li>Complying with any and all relevant PPE requirements.</li> </ul>
<b>Organisational Values</b>	<b>Integrity</b>	Consistent, trustworthy and transparent in the way we do business.
	<b>Vibrancy</b>	Take time to reflect upon the excitement and uniqueness of the environment (both natural and manmade) in which we work.
	<b>Environmentally Aware</b>	Strive to protect and enhance Falls Creek's natural environment, our greatest asset.
	<b>Teamwork</b>	Individual success comes from contribution to team efforts and commitment to team goals.
	<b>Respect for People</b>	Display mutual understanding and respect for each other as team mates and also for our guests.

## Tasks and Responsibilities

### For the Workplace

- Adhere to Victorian Public Sector (VPS) values and integrity framework (incorporating the VPS code of conduct).
- Adhere to human resources policies including bullying and harassment, discrimination and victimisation policies.
- Adhere to workplace health and safety policies and proactively contribute in maintaining a safe and clean work environment.
- Display a positive attitude and be an active member of the team.
- Operate under and observe all FCRM Policies and Procedures, including participation in the development of policies and procedures as appropriate.
- Participate in performance reviews and assist in the development of personal training, education and development programs, including KPIs and goals.
- Attend and participate in all staff meetings and educational sessions as requested.
- Treat others with respect.
- Follow direction provided by CEO and Management where authorised.
- High client focus.

### For the Job:

- Engage with children and infants as they play and learn.
- Act as a positive role model, demonstrating appropriate behaviour and language.
- Communicate with the children in an open, honest manner and ensure that the child's perspective is regarded as unique and special.
- Assist the Diploma qualified Educators to implement age appropriate programs for a range of children that are exciting and engaging and in accordance with the Early Years Learning Framework (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF).
- Follow the directions of the Child Care Manager or person in Day-to-Day Charge, or ask another senior educator if you are not sure.
- Provide adequate supervision for the children and support colleagues to achieve the same.
- Assist the Child Care Manager to ensure FCRM Child Care Centre operations are compliant with the *Education and Care Services Law Act 2010* and the *Education and Care Services Regulations 2011*.
- Ensure FCRM Child Care environment is kept clean, tidy and that equipment is in good repair to ensure the safety of all children attending the centre.
- Be a passionate educator and strive to achieve 'service' goals and ensure our 'service' philosophy is reflected in daily practice.
- Maintain appropriate records in accordance with Falls Creek Child Care practices, including - but not limited to - attendance, child enrolment records, food safety data and medication, accident, incident records and ensuring families complete the sign in/out book correctly.
- Assist visitors with Falls Creek Resort information in a courteous and professional manner.
- Ensure the health and welfare of children attending the childcare centre is considered at all times.
- Ensure effective and positive communication with colleagues and parents.
- Report any significant matters arising in the course of duties to the Child Care Manager and/or Director Corporate Services.
- Comply with FCRM practices including financial/human resource delegations and relevant legislation on Occupational Health & Safety and Equal Opportunity.
- Comply with mandatory reporting requirements and report any abuse concerns immediately.
- Assist colleagues in completing the Day Book/Journal/Daily Diary ensuring that this valuable communication tool is being fully utilised.

- Be aware of each child and their needs, particularly in relation to a child's medication requirements and follow authorised processes including reporting and record keeping.
- Ensure that all information regarding a child in Falls Creek Child Care is kept confidential.
- Perform other tasks and duties as required.

I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of FCRM.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_