

# POSITION DESCRIPTION

## Falls Creek Resort Management Mission Statement

To deliver, for our users and stakeholders, an unparalleled and unique world class all season's alpine village, renowned for being Australia's premier leisure, lifestyle, and adventure destination.

<b>Position Title</b>	<b>EARLY CHILDHOOD EDUCATOR</b>
<b>Position Details</b>	
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 12years of age. Provide support for families living in and visiting the Alpine areas.
<b>Selection Criteria</b>	
Essential Criteria	<ul style="list-style-type: none"> <li>• Caring and kind team player and a positive role model</li> <li>• Current Paid Victorian Working with Children Check or VIT registration</li> <li>• Experience working with children</li> <li>• Effective communication and interpersonal skills</li> <li>• Demonstrated 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> <li>• Proof of positive vaccination status for any mandatory vaccination requirements at the time and for the duration of employment as required by Chief Health Officer Orders or other relevant authority.</li> </ul>
Desirable Criteria	<ul style="list-style-type: none"> <li>• Certificate 3 or Diploma of Children's Services or a higher qualification and relevant experience as a Child Care Educator</li> <li>• Demonstrated experience at implementing exciting and engaging child care programs</li> <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>• 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>• Knowledge of Kidsoft childcare software.</li> <li>• Knowledge of Story Park 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	<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>
	<b>Administration</b>	<ul style="list-style-type: none"> <li>• Ensure childcare records and file information are current and accurate and kept according to relevant legislation and guidelines.</li> <li>• Maintain currency of qualifications and certificated as required for the role.</li> </ul>
	<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>• Delivery of 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 Child Care Teacher, Senior Educator and Manager 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>
Organisational Values	<b>Integrity</b>	Consistent, trustworthy and transparent in the way we do business.
	<b>Safety First</b>	Our concern for safety, health and the environment are paramount.
	<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 teammates and also for our guests.
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## Tasks and Responsibilities

### IN RELATION TO FCRM 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.

## DUTIES

### IN RELATION TO THE CHILDCARE SERVICE

- Develop a working relationship with colleagues to ensure the effective operation of the Service.
- Attend staff meetings when required.
- Assist to maintain the room's routine and procedures in respect of daily checklists, programming and record keeping.
- Ensure that you are on time for your shifts, that breaks are taken at the correct time for the correct length to aid in consistency throughout the day.
- Encourage and maintain effective communication between yourself, colleagues and families.
- Assist in the completion of the daily, weekly and monthly duties (cleaning, maintenance etc.) to ensure a safe, clean and hygienic environment that is welcoming to all.
- Immediately report all maintenance, OH&S, and safety concerns to the Nominated Supervisor for follow-up.
- Follow housekeeping practices, which ensure that equipment is maintained at an optimal level.
- Assist in providing an environment that is safe, fun, interesting and appealing.
- Always maintain confidentiality and adhere to the Service's policies and the Code of Ethics (Early Childhood Australia Inc.).
- Gain an understanding of the Service's Quality Improvement and self-assessment procedures and participate when requested.
- Participate in training and professional development as required.

## IN RELATION TO THE PROGRAM

- Be flexible and able to take on additional responsibilities in the case of unplanned staff absences in your team. The Nominated Supervisor will guide you in these instances.
- Seek assistance from your Senior Educator or Educational Leader in regard to programming, observing and documenting.
- Assist with the planning, implementation and evaluation of the program.
- Assist with sourcing the developmental records of the children in your care.
- Assist in the set up and maintenance of the indoor and outdoor environment (organising any project material, interest areas and general preparation for the room).
- Assist in ensuring that your room is aesthetically supporting family involvement and representing each child and their needs and interests.

## IN RELATION TO COLLEAGUES

- Follow the directions of the Senior Educator, ECT and Educational Leader.
- Assist all staff in meeting the needs, supervision, health and safety of all children.
- With the guidance of the Nominated Supervisor and colleagues, promote the highest standard of care for the children in accordance with the National Quality Standard.
- Work as a team, throughout the Service.
- Assist in ensuring that your room is aesthetically supporting family involvement and representing each child and their needs and interests.
- Be considerate of fellow workers when having breaks by ensuring they are of the appropriate length.
- Participate in the service's annual staff appraisals and staff reflection activities.
- Participate in the Service's annual professional development activities.
- Acknowledge and support the worth of the personal, professional, cultural and linguistic diversities that all staff members bring to the Service. Aim to tap into this wealth of knowledge and incorporate ideas into your own experiences.
- Be familiar with the Grievance Policy and aim to discuss any concerns or incidents to the Nominated Supervisor for further support.

## IN RELATION TO FAMILIES

- Refer families to communicate feelings about their child's time spent at the service to the Senior Educator.
- Look for opportunities within the Service where a family may become involved e.g. Multi-cultural events, craft activities, fund-raising and parent committees.
- Respect the confidentiality of all information about a child; any concerns should firstly be discussed with the Nominated Supervisor.
- Be familiar with all families; greet all families on a personal basis. This will ensure mutual trust and open communication.
- Assist colleagues in completing the documentation ensuring that this valuable communication tool is being fully utilised.
- Be aware of each child and their needs. In relation to a child's medication requirements, ensure that you have reported to the Nominated Supervisor and colleagues for verification and ensure that it can only be administered by a staff member with a current senior first-aid certificate and must be witnessed by another staff member. All relevant record keeping must be maintained.

- Be aware of the children’s medication requirements, reporting these to the Nominated Supervisor or colleagues who hold a current First Aid Certificate so administering can be witnessed.
- Ensure that all information regarding a child in your care is confidential.

#### IN RELATION TO THE CHILDREN

- Respect and provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status.
- Act as a positive role model, demonstrating appropriate behaviour and language.
- Provide adequate supervision for the children, and work towards supporting colleagues in achieving the same. No staff member should be performing another task whilst supervising the children.
- Be a passionate educator and strive to achieve and ensure our ‘Service’ philosophy is reflected in daily practice.
- Assist in the collection, recording and evaluation of children’s records and observations, as required by Department of Education and Communities and National Quality Standard.
- Communicate with the children in an open, honest manner and ensure that the child’s perspective is regarded as unique and special.
- Be familiar with the Early Years Learning Framework and utilise to inspire independent learners.
- You are a mandatory reporter and have the responsibility to report any concerns about abuse immediately

I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of Falls Creek Resort Management.

Name:

Date:

Signature: