



## **Level 4 Child Care Worker**

### **ESSENTIAL CRITERIA**

#### **1. KNOWLEDGE AND SKILLS**

- Demonstrated ability to work in partnerships with families.
- Effective communication skills.
- Knowledge of Child Protection legislation and its implications for the care and protection of children.
- Ability to contribute as a team member to Occupational Health and Safety issues in the centre.

#### **2. ATTITUDE REQUIREMENTS**

- Proven ability to communicate clearly all necessary information to families, children and staff members under the direction of the Team Leader/Teacher/Director.
- Demonstrated commitment to ongoing professional development in the early childhood profession.

#### **3. PHYSICAL REQUIREMENTS**

- Ability to undertake all physical requirements involved with the early childhood setting including lifting loads of 20kg, bending, squatting, pushing, pulling, trunk twisting, kneeling, sitting and standing for duration.

### **DESIRABLE CRITERIA**

#### **1. EDUCATION AND TRAINING**

- Completed a Diploma and Certificate 3 in Child Care or studying Certificate 3 in Children's Services.
- Hold a senior First-Aid Certificate.
- Fire Training
- Have a Criminal History Check

## **2. WORK EXPERIENCE**

- Previous experience working in Children's Services.

## **JOB DESCRIPTION**

*Responsible to the Director as the representative of Little Mangoes.*

### **1. GENERAL RESPONSIBILITIES**

- To work as a member of a co-operative team in order to provide an appropriate educational program for the group/s of children within the service.
- To ensure that the policies of Little Mangoes are implemented in providing appropriate care and educational programs for children.

### **2. SPECIFIC RESPONSIBILITIES**

#### **Children**

- Under the supervision of the Director the Child Care Worker level 4 will be responsible for planning, implementing and evaluating developmentally appropriate programs based on the needs and strengths of individual children, groups and daily routine.

#### **The Child Care Worker Level 4 will:**

- be responsible for children in his/her group
- work with individual children with particular needs
- provide each child with individual care and attention
- be aware of the health and wellbeing of each child in care
- ensure children are supervised at all times
- work in conjunction with other staff to ensure consistency of behaviour management and expectations of children in the centre.
- Promote and advocate for the rights of all children.

#### **Staff**

#### **The Child Care Worker Level 4 will:**

- Be responsible for staff in his/her room
- Communicate with other team members in a respectful, caring manner
- Work as a co-operative team member, sharing duties and participating in routine times
- Supervise and provide a positive role model for unqualified staff.
- Facilitate effective communication between staff and report any inter-staff concerns or poor staff performance to the Director.
- Follow Little Mangos Grievance policy guidelines in any staff grievance.
- Support unqualified staff in their on going professional development

- Participate in the appraisal of staff that are under the direction of the Child Care Worker Level 4.

### **Families/Community**

- To assist in developing a good relationship with families/care givers.
- Ensure all non-routine pertaining to a child or parent is passed on to the Director.
- Seek parent involvement in the development, implementation and evaluation of the centre program.
- Develop a good relationship with families and share their children's developmental records and relevant information.
- Discuss with the Director and Assistant Director specific needs of families.
- Work collaboratively with families in the development of planning for their children.

### **Maintenance**

- To follow housekeeping practices which ensure that equipment is maintained at an optimal level.

## **3. PHYSICAL REQUIREMENTS**

- To organize a pleasant, welcoming and safe environment for the children.
- To undertake the physical duties involved in working with young children in an early childhood setting on a daily basis.
- **Physical duties include:-**
  - The setting up and packing away of the indoor and outdoor environments at the centre.
  - To be able to kneel or sit on the floor in order to communicate with children at their level.
  - To be able to carry a child in an emergency situation.
  - To be able to actively move around the environment whilst supervising children.

## **4. ADDITIONAL FOR MOBILE PRE-SCHOOL SERVICES.**

- To undertake the physical duties of setting up and packing away on a daily basis.
- To undertake the physical duties of loading and unloading the pre-school van on a daily basis.

## **5. PROFESSIONAL DEVELOPMENT**

- To keep up-to-date with current developments in the early childhood field.
- To maintain confidentiality and adhere to the ECA Code of Ethics.
- To develop and evaluate own professional goals with the Centre Director.
- Attend and participate in staff meetings as required.
- Be responsible for the appraisal of unqualified staff working in the group.
- Participate in staff appraisal process through self-assessment.
- Will be available to attend any work shops that may occur either on a weekend or at night.

**6. OTHER**

- Any other duties as required from time to time by the Director/Assistant Director.

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Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name