

ADELAIDE UNIVERSITY CHILDCARE SERVICES INC

SELECTION CRITERIA

POSITION: Childrens Services Professional Level 1

ESSENTIAL/MINIMUM REQUIREMENTS:

1 Education

- 1.1 A qualification approved by the Australian Education and Care Quality Authority Professional level 1
- 1.2 Current Senior First Aid Certificate
- 1.3 Successful completion of Child Safe Environments training.

2 Experience

- 2.1 Experience in programs for children 0-6 years old.
- 2.2 Recent experience working in long day care with children (0-2years) *for Room 1 position*
- 2.3 Recent experience working in long day care with children (3-5 years) *for Room 3 position*

3 Knowledge

- 3.1 Knowledge of child care philosophy and practice.
- 3.2 Knowledge of child development.
- 3.3 Sound knowledge of relevant hygiene and health practices.
- 3.4 Knowledge of and commitment to equal opportunity as it applies to children, their families and staff.
- 3.5 Knowledge and understanding of the National Quality Standard
- 3.6 Knowledge and understanding of Primary Care practices in child care.
- 3.7 Familiarity with the National Early Years Learning Framework.

4 Personal Skills/Abilities

- 4.1 Ability to communicate effectively with a wide range of people especially with children, parents and staff.
- 4.2 Commitment to excellence in the provision of services to young children.
- 4.3 Ability and commitment to work as part of a team.
- 4.4 Ability to recognise and resolve conflict constructively.
- 4.5 Effective time management skills.
- 4.6 Ability to accept and provide supervision and direction
- 4.7 Good observation and reporting skills
- 4.8 Reliable, caring and well presented.
- 4.9 Ability and willingness to work with all age groups of children in child care
- 4.10 Commitment to developing a harmonious work environment.

DESIRABLE REQUIREMENTS:

1 Experience

- 1.1 Ability to play a musical instrument and/or fluency in a LOTE.
- 1.2 A minimum of 12 months full time experience working with children in child care.

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JOB SPECIFICATION

POSITION: Childrens Services Professional level 1

POSITION SUMMARY:

Responsible through CSP Level 2/3 educators to the Director. Responsible to perform duties consistent with the position of a Childrens Services Professional Level 1 and to carry out specific duties delegated by the Director.

- Work within the Centre's philosophy and policies.
- Act professionally and maintain confidentiality.
- Provide a high standard of child care and education for both the individual and group needs of children in a safe, nurturing environment.

1 Children/Programming

- 1.1 Ensure that the health safety and welfare of the children remains paramount at all times.
- 1.2 Give each child individual attention and comfort according to her/his needs.
- 1.3 Develop plan and implement a program of care and education that is developmentally appropriate, and meets the individual needs of each child in the group.
- 1.4 Monitor and evaluate the program.
- 1.5 Maintain individual developmental records and observation files for each child in the group through objective written and oral observations of children on a daily basis.
- 1.6 Incorporate equity principles into all practices

2 Parents

- 2.1 Liaise with parents in a professional and confidential manner. Refer any issues to the senior staff.
- 2.2 Create an atmosphere that welcomes parents and encourages their participation.
- 2.3 Provide parents with information about their child's day.

3 Staff

- 3.1 Work with the staff team and the director in a professional manner.
- 3.2 Provide support and guidance to unqualified staff, students and volunteers through working as an effective role model.
- 3.3 Co-ordinate and direct the activities of unqualified staff. As required.
- 3.4 Take responsibility for assessment of students on placement where relevant in consultation with senior staff.
- 3.5 Assist the development of individual skills and knowledge of staff through open and effective communication.

4 Administration/Operation of Service

- 4.1 Ensure that accurate enrolment and attendance records are maintained.
- 4.2 Assist in the maintenance of equipment and stores.
- 4.3 Take responsibility to read and understand the centre's philosophies, policies and procedures.
- 4.4 Work within the centre's philosophies, policies and procedures.

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- 4.5 Take responsibility in emergencies until able to transfer to a more senior person. Direct other staff or students to assist as required.
- 4.6 Report any emergency or hazard to the director immediately it is safe to do so.

5 Personal /Professional

- 5.1 Responsible for the quality of her/his own work subject to routine supervision
- 5.2 Establish personal goals and develop professional knowledge and skills through reading relevant literature and attending inservice training.
- 5.3 Participate in a regular evaluation of work performance.
- 5.4 Take reasonable care to protect her/his own safety in the workplace and avoid adversely affecting the health, safety and welfare of any other person through act or omission or misconduct at work.
- 5.5 Undertake other reasonable duties as directed by the Director.
- 5.6 Undertake reasonable duties at other AUCS services as directed by the Director.

DECLARATION:

I have read the Childrens Services Professional L1 Job Description and agree to carry out the responsibilities and duties of this position diligently and to the best of my ability.

Name:

Date:

Signature:

Witness:

Position:

Date:

Signature: