**Position Description**

**Early Childhood Assistant Educator (Certificate III)**

**Context**

Insert org name (License ID insert License ID) has been operating as an Occasional Care service (Limited Hours Type 2 license) for many years. Occasional Childcare is an important part of the wider activities of insert org name which include *e.g. Adult Education and After School Tutoring.* Insert org name is a Learn Local provider and a Neighbourhood House and has been working in the local community for (??) years. The **Early Childhood Assistant Educator (Certificate III)** role is an important part of the overall activities of the Centre/House and a crucial part of the team in the Childcare Service.

**The Role**

Insert org name is bound by the terms of the *Neighbourhood Houses and Adult Community Education Centre’s Collective Agreement 2016* which provides minimum terms and conditions. Remuneration for this position is based on Schedule 3C: Children’s Services Employees (former Children’s Services Award) at Classification 3.1 (Certificate III).

The role reports to the Childcare Service Coordinator and may also receive direction from the Diploma qualified educator in the Childcare room. Time fraction of: *(e.g. 2.5 (1½) days per week Mondays & Fridays).*

**General Duties & Responsibilities**

* Participate in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups
* Provide assistance with children’s eating and drinking during the designated snack breaks, working in accordance with food safety regulations
* Provide personal care and support to the children including toileting, nappy changing and personal hygiene
* Actively monitor, identify and respond to and notify the Diploma Qualified or Coordinator of any risks and hazards, and any incidents with children and or/other stakeholders, including all toys and equipment
* Maintain the confidentiality of all participants and their parents/caregivers in the Childcare Service; ensure all family, staff and children’s records are stored appropriately and kept confidential
* Provide a professional duty of care at all times
* Maintain an optimum level of cleanliness in the Childcare Service including: vacuuming and mopping after each session, washing smocks, returning all equipment and supplies to their designated areas, maintaining outdoor areas
* Monitor stocks & supplies and advise the Childcare Coordinator
* Assist in the direction of unqualified staff, including students on placement and volunteers
* Complete necessary regulatory records accurately, efficiently and honestly, including accident, incident, illness, child protection or attendance records.
* Participate in the reviewing of policies and procedures as required
* Engage with general public including visitors to the service, existing and prospective families in a respectful manner to ensure a high level of customer service is demonstrated at all times

**Reporting**

This position reports directly to and takes direction from the Childcare Service Coordinator.

**Service Hours**

Operating hours for the insert org name Childcare Service are currently:

*e.g. Monday - Thursday 8.45am – 3.30pm and* *Friday 8.45am – 1:00pm*

These service hours are subject to change due to operational needs, funding and enrolment numbers. Staff must refer to their individual roster.

**Mandatory Qualifications and Documentation**

The position requires staff to maintain the following current qualifications and supply appropriately authorised copies:

* This position requires that *(insert current qualification code) Certificate III in Early Childhood Education & Care* is held;
* Working with Children Check certificate
* National Police Check
* National Criminal Check
* First Aid Level 2
* CPR certificate
* Anaphylaxis certificate
* Asthma Management certificate
* Follow Basic Food Safety Practices

**Child Safety**

Children and young people engaging with insert org name are entitled to a safe and supportive environment. Insert org name staff, contractors and volunteers must adhere to insert org name Child Safe Policy at all times and uphold insert org name Statement of Commitment to child safety at all times.

The Statement of Commitment can be found on our website: [insert](http://www.lalorllc.vic.edu.au) org website also placed in several visible locations throughout the insert org site address site.

Name……………………………………… Date:……/………/…………

Signed:…………………………………………………