

## Job Description

Current as at: 21 January 2015

<b>CHILDCARE ASSISTANT</b> <b>YMCA HEALTH AND FITNESS CENTRES</b>	
<b>POSITION LEVEL</b>	Part Time / Casual – Children's Services Award 2010
<b>REPORTS TO</b>	Child Care Director / Coordinator, Vacation Care Coordinator, Centre Manager, or other person who may from time to time be nominated.
<b>SUPERVISES</b>	All children attending LHC, Childminding or Vacation Care Programs.
<b>PRIMARY RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Assist in the National Quality Framework and the provision of quality programs for children taking into consideration the following criteria: <ol style="list-style-type: none"> <li>a. The provision of experiences that enhance a child's total development</li> <li>b. Understanding age appropriate expectations of children.</li> <li>c. Sensitivity to and understanding of the cultural, logistic, religious and racial diversity.</li> <li>d. Recognition and sensitivity to a child's interest, individuality, differing activities and needs of each child.</li> <li>e. To create a warm, caring and happy environment for all children in the centre.</li> </ol> </li> <li>2. Liaise effectively with parents and staff under supervision of the Director or Coordinator.</li> <li>3. Attend staff meetings and training opportunities that are provided and assist in the promotion of a team environment.</li> <li>4. Be aware of the Workplace Health &amp; Safety Regulation and Government Child Care Regulations assisting in the provision of a safe and Healthy environment for both staff and children.</li> <li>5. Be aware of the cleaning roster and actively participate in daily cleaning duties and requirements.</li> <li>6. Actively participate in the quality assurance process.</li> <li>7. Assist Director or Coordinator in conducting and maintaining fire drills and evacuation procedures as required.</li> <li>8. To work with the Director / Coordinator in the development of marketing and promotional strategies to maximise centre usage capacity.</li> <li>9. Conduct daily travel paths of the work area.</li> <li>10. Be part of the customer service survey process.</li> <li>11. Continually monitor the cleanliness, safety, security and presentation of the centre in conjunction with all other staff.</li> <li>12. To be flexible and work in a co-operative manner to ensure the efficient operation of the centre and maintain a high level of morale.</li> <li>13. To keep up to date with current legal issues impacting on the child care industry.</li> <li>14. Follow direction and instruction of Coordinator or Director.</li> <li>15. Other duties as required to assist the day to day operations of the Centre.</li> <li>16. Maintain the work environment so as to minimise risk to both customers and staff.</li> <li>17. Report identifiable risk so that immediate action can be taken.</li> <li>18. Comply with the YMCA's Occupational Health and Safety Policies and Procedures, including those relating to your specific role as found in the OHS Management: Roles and Responsibilities document.</li> <li>19. Maintain confidentiality of all YMCA information, records and files</li> <li>20. To maintain the Quality System and report any deviations from the intended system</li> <li>21. Uphold and promote the policies and mission of the YMCA of Brisbane including compliance with all practices in the "YMCA Quality Manual".</li> <li>22. Must be aware of and implement the YMCA's Safeguarding Children and Young People Policy.</li> <li>23. Any other duties as determined by the Chief Executive Officer from time to time.</li> </ol>

	<p><b>Vacation Care and Limited Hours Care Specific</b></p> <p>24. Hold an understanding of the National Quality Framework and assist with its implementation into the daily program</p> <p>25. Have a thorough understanding of the Quality Improvement Plan Process and provide written feedback to the Vacation Care Coordinator on a regular basis (Minimum of each program period) feedback from children and parents as to how the program can be improved; your ideas and recommendations for program improvement.</p> <p>26. Provide daily documentation to ensure the service is meeting licencing requirements. As a minimum each shift you will be required to provide a stories of practice evaluation form (observations / reflections of the children and program)</p>
<p><b>KNOWLEDGE AND EXPERIENCE</b></p>	<ol style="list-style-type: none"> <li>1. Qualifications as prescribed by the Child Care Act and Regulations.</li> <li>2. Current Senior First Aid Certificate and CPR.</li> <li>3. Maintain currency of all qualifications necessary to fulfil the requirements of the position.</li> <li>4. Possess, or be willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000</li> <li>5. Willingness to obtain an ACF Safeguarding Children Certificate</li> </ol>

Authorised By: \_\_\_\_\_