

Job Description

Current as at: 21 January 2015

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

	<p>Vacation Care and Limited Hours Care Specific</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>KNOWLEDGE AND EXPERIENCE</p>	<ol style="list-style-type: none"> 1. Qualifications as prescribed by the Child Care Act and Regulations. 2. Current Senior First Aid Certificate and CPR. 3. Maintain currency of all qualifications necessary to fulfil the requirements of the position. 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 5. Willingness to obtain an ACF Safeguarding Children Certificate

Authorised By: _____