

## Job Description

Current as at: October 2016

### GROUP LEADER

#### YMCA SUNSHINE COAST UNIVERSITY HOSPITAL (SCUH) CHILD CARE CENTRE

<b>POSITION LEVEL</b>	Full Time, Part Time or Casual - Children's Services Award 2010
<b>REPORTS TO</b>	Centre Director or other person who may, from time to time, be nominated.
<b>SUPERVISES</b>	Child Care Assistants/Educators
<b>PRIMARY RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Under Guidance and Instruction of the Centre Director, develop, plan and implement quality programs for children taking into consideration the following criteria:             <ol style="list-style-type: none"> <li>a. Provide a stimulating and challenging learning environment/experiences to assist children to develop to their full potential</li> <li>b. Understand age appropriate expectations of children</li> <li>c. Sensitivity to and understanding of the cultural, linguistic, religious, social 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. Create a warm, caring and happy environment for all children in the centre;</li> </ol> </li> <li>2. Assist the Centre Director in the day to day operations of the centre;</li> <li>3. Liaise effectively with parents and other staff including hospital staff when required;</li> <li>4. Monitor and provide an appropriate level of supervision and on the job training for child care assistants within nominated area of supervision;</li> <li>5. Be aware of the Workplace Health and Safety and Government Child Care Centre Regulations, guidelines and ensure that your section provides a safe, healthy environment for both staff and children in close co-operation with the Centre Director;</li> <li>6. Provide support to the Centre Director in monitoring income and expenditure;</li> <li>7. Actively participate in the accreditation process;</li> <li>8. Maintain currency of all qualifications necessary to fulfil the requirements of the position;</li> <li>9. Act as a positive role model and resource person to other staff;</li> <li>10. Work in a co-operative manner to ensure the efficient operation of the centre and maintain a high level of morale;</li> <li>11. Assist the Centre Director in the development of marketing and promotional strategies to maximise centre usage capacity;</li> <li>12. Attend staff meetings and training opportunities that are provided and assist in the promotion of a team environment;</li> <li>13. Create a learning environment for assistants, students and other centre staff;</li> </ol> <p><b>GENERAL</b></p> <ol style="list-style-type: none"> <li>1. Continually monitor the cleanliness, safety, security and presentation of the centre in conjunction with all other staff;</li> <li>2. Provide assistance in the implementation of a quality Early Education Program;</li> <li>3. Ensure compliance of all YMCA policies, procedures and practices by all SCUH CCC personnel;</li> <li>4. Keep up to date with current legal issues impacting on the child care industry;</li> <li>5. Be familiar with work instructions to ensure adherence to those guidelines;</li> <li>6. Maintain confidentiality of information of the YMCA of Brisbane and Y-Care records and files, staff, families and children;</li> <li>7. Uphold and promote the policies and mission of the YMCA of Brisbane and comply with all practices in the YMCA Quality Manual;</li> <li>8. Comply with the YMCA's Occupational Health and Safety (OH&amp;S) Policies and Procedures, including those relating to your specific role as found in the OH&amp;S Management: Roles and Responsibilities document;</li> <li>9. Report identifiable risk so that immediate action can be taken and maintain workplace health and safety records and equipment compliance;</li> <li>10. Maintain the work environment so as to minimise risk to both customers and staff;</li> </ol>

	<ol style="list-style-type: none"> <li>11. Maintain the quality system and report any deviations from it;</li> <li>12. Must be aware of and implement the YMCA's Safeguarding Children and Young People policy;</li> <li>13. Any other duties as required within the SCUH CCC program or other venues as determined by the Chief Executive Officer from time to time.</li> </ol>
<b>KNOWLEDGE AND EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1. Diploma in Early Childhood or Diploma in Child Care or equivalent relevant qualification;</li> <li>2. Demonstrated experience in Early Childhood Education;</li> <li>3. Current First Aid and CPR Certificates;</li> <li>4. Effective verbal and written communication skills;</li> <li>5. A demonstrated ability to effectively organise and plan activities and the ability to manage competing work priorities;</li> <li>6. Demonstrated customer service skills and an ability to liaise with a variety of stakeholders;</li> <li>7. Possess, or be willing to obtain, a positive Criminal History Check;</li> <li>8. 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>9. Willingness to obtain an annual ACF Safeguarding Children Certificate.</li> </ol>

Authorised by: \_\_\_\_\_