

**JOB DESCRIPTION**

Current as at: 05/03/2015

<b>CHILDCARE ASSISTANT</b> <b>YMCA Early Education Centres</b>
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<b>POSITION LEVEL</b>	Casual/Part Time/Full Time - Children's Service Award 2010
<b>REPORTS TO</b>	Director / Assistant Director / Group Leader - or other person, who may, from time to time, be appointed
<b>PRIMARY RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Implementation and compliance of the Education and Care Services National Law Act and National Regulation as in force, the National Quality Standards and the Commonwealth accountability guidelines.</li> <li>2. Implementation and compliance with the YMCA Early Education Centres Policies and YMCA Organisational Policies</li> <li>3. Support the development and implementation of effective procedures to meet each child's needs, having regard to the seven National Quality Framework elements :             <ul style="list-style-type: none"> <li>• Educational Program and Practice</li> <li>• Children's Health and Safety</li> <li>• Physical Environment</li> <li>• Staffing Arrangements</li> <li>• Relationships with Children</li> <li>• Collaborative partnerships with families and communities</li> <li>• Leadership and service management</li> <li>• Understanding age appropriate expectations of children</li> </ul> </li> <li>4. The provision of experiences that enhance a child's total development</li> <li>5. To create a warm, caring and happy environment for all children in the centre.</li> <li>6. Liaise effectively with parents and staff under supervision of the Group Leader or Director.</li> <li>7. Attend staff meetings and training opportunities that are provided and assist in the promotion of a team environment.</li> <li>8. Be aware of the Workplace Health &amp; Safety Regulation in the provision of a safe and Healthy environment for both staff and children.</li> <li>9. To work with the Director in the development of marketing and promotional strategies to maximise centre usage capacity.</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. Maintain currency of all qualifications necessary to fulfil the requirements of the position.</li> <li>13. 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>14. Follow direction and instruction of Group Leader.</li> <li>15. Other duties as required to assist the day to day operations of the Centre.</li> <li>16. Maintain confidentiality of information of the YMCA of Brisbane and Y-Care records and files, staff, families and children</li> <li>17. Maintain the work environment so as to minimise risk to both customers and staff</li> <li>18. Report identifiable risk so that immediate action can be taken</li> <li>19. Comply with the YMCA's Workplace 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>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 required within Childcare Services 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. Certificate in Children's Services or working towards</li><li>2. 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>3. Achievement of YMCA's Safeguarding Children Training Certificate</li><li>4. Experience in an Early Childhood setting</li><li>5. Current First Aid and CPR Certificates preferred but not required</li></ol>
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