

Position Description – Early Childhood Educator – Tharawonga		
Job Title Child Care Educator	Reports To Tharawonga Director	Supervisory Responsibilities At times may be responsible for supervision of trainee.
Applicable Award Local Government (State) Award 2017		
Overall purpose of the position The Early Childhood Educator will assist the Director and other staff of Tharawonga Mobile Resource Unit to prepare and deliver educational programs that stimulate self-esteem and creativity to children attending the service.		
Employment Hours This is a permanent part time position for 15 hours per week to be worked over two days.		
Tasks and responsibilities <ul style="list-style-type: none"> • As an important member of the Gwydir Shire Children’s Services Team, the Child Care Educator is required to work with the team to ensure that local families have access to high quality children’s services. • Care and supervision of children throughout daily preschool activities. • Encourage community awareness, input and parental involvement in the Tharawonga Mobile Resource Unit. • Interact with children and parents in a friendly, professional and courteous manner. • Maintain a high standard of hygiene and cleanliness in the Preschool 		

- Assist trained staff in implementing the programmed daily activities and group situations.
- Assist with the integration of all children, including those with special needs into the program under the direction of trained staff.
- Assist in the planning and development of an appropriate and flexible early childhood program.
- Assist or perform other duties as requested by the Tharawonga Director that pertain to the efficient daily running of the Tharawonga Mobile Resource Unit.
- Have a legal responsibility to work safely and be aware of the safety of other staff
- Co-operate with Council's WHS Policy and procedures
- Report any hazards they may encounter
- Follow safe work procedures and use personal protective equipment where directed or specified for the nature of their work

Equal Employment Opportunity

The Gwydir Shire Council is an Equal Employment Opportunity Employer and appoints on the basis of merit. Merit is determined by assessing the applicant's abilities, qualifications, experience, work performance and personal qualities relative to the requirements of the position.

Requirements of the Role.

Essential

- Current First Aid Certificate.
- Experience working with children in an early childhood environment.
- Cert III in Children's Services or other relevant qualifications.
- Demonstrated high level of interpersonal and communication skills, both written and verbal.
- Demonstrated skills in managing information in a professional, discreet and confidential manner.

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- Ability to work efficiently and independently or as a member of a team.
- Demonstrated commitment to delivering a high standard of customer service.
- Acceptable level of fitness to undertake working with children. (Appointment to this position is conditional on an acceptable medical assessment).
- High standard of keyboard and computer skills including the use of Microsoft Office software, email and internet.

Desirable

- Cert IV or Diploma of Children’s Services or other relevant qualifications.

Conditions

Child Protection Laws in NSW require Council to conduct checking of recommended applicants for children’s services positions. The successful applicant will be required to undergo a medical assessment prior to appointment.

Employment Declaration

- I agree with and understand the requirements of my employment, as detailed in this position description.
- I have had the opportunity to ask questions regarding the terms of my employment and have received satisfactory answers.
- I understand that the above position description describes the general nature of my employment, and that other duties may be required of me upon request.
- I understand that I will not be asked to participate in additional duties that are unreasonable, or outside of my capability and training.
- I understand that I will receive in-house training in aspects of my employment that I am not currently proficient, in order to satisfactorily meet the position requirements.
- I will take reasonable care for my own health and safety.
- I will take reasonable care for the health and safety of others.
- I will comply with any reasonable instruction given by the GSC.
- I will cooperate with any reasonable policies and procedure of the GSC.

Printed Name: _____

Signature: _____

Date: _____

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