

**Position Description – Trainee Early Childhood Educator-
Tharawonga Mobile Resource Unit**

Job Title	Reports To	Supervisory Responsibilities
Early Childhood Educator- Tharawonga Mobile Resource Unit	Social Services Manager	Nil

Applicable Award
Local Government (State) Award 2017

Overall purpose of the position

The Trainee 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 position is full time for 35 hours per week for a two year training term.

Tasks and responsibilities

- As an important member of the Children's Services Team, the Trainee Early Childhood Educator is required to work with the team to ensure that local families have access to high quality children's services
- Encourage community awareness, input and parental involvement
- Interact with children and parents in a friendly, professional manner
- Maintain a high standard of hygiene and cleanliness
- 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 or perform other duties as requested by the Preschool Director that pertain to the efficient daily running of the Preschool
- 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
- Study Certificate III Early Childhood Education and Care

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

- Willingness and ability to undertake relevant studies in Children's Services.
- A current First Aid Certificate.
- Understanding of the importance of confidentiality
- Drivers Licence Class C
- Effective written and oral communication skills
- Ability to work both independently and as part of a team.
- Ability to find problem resolutions and prioritise tasks.
- Current Working With Children Check ID

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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: _____

Position: _____

Office Use Only

Prepared by: _____

Date: _____

Signature: _____

Position: _____

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