



**Shire of Derby /  
West Kimberley**

**SHIRE OF DERBY/WEST KIMBERLEY**

**POSITION DESCRIPTION**

<b>Position Title:</b>	Unqualified Child Carer
<b>Establishment Number:</b>	CD 15
<b>Classification:</b>	Level 2/1 to 2/4 Shire of Derby West Kimberley Collective Workplace Agreement 2006
<b>Unit:</b>	Sallywags Day Care Centre
<b>Department:</b>	Community Development
<b>Responsible to: (Immediate Supervisor)</b>	Sallywags Coordinator
<b>Incumbent:</b>	
<b>Prepared By:</b>	Human Resources 2009
<b>PD Reviewed and/or Updated:</b>	October 2009

## **1. POSITION OBJECTIVES**

### **1.1 Objective(s) of the Position**

- Assist with the efficient day to day operation of the Scallywags Day Care centre.
- Provide effective and professional quality child care in accordance with statutory requirements and legislation.
- Ensure a high level of service that will adequately meet the intellectual, social, and emotional needs of children attending the centre.

### **1.2 Within Unit**

- Maintain good practises in relation to health, safety and nutrition.
- To ensure the needs of the children are met effectively and efficiently with high standards.

## **2. REQUIREMENTS OF THE JOB (SELECTION CRITERIA)**

### **2.1 Skills**

Essential:

- Sound verbal and written communications skills, incorporating developed interpersonal skills
- Ability to interact positively with children
- Effective time management and organisational skills
- Ability to work within a team environment

Desirable:

Nil

### **2.2 Knowledge**

Essential:

- An understanding of hygiene and safety standards

Desirable:

- Knowledge of Occupational Safety & Health regulations

## **2.3 Experience**

Essential:

Nil

Desirable:

- Previous experience in children's services
- Experience in working in rural or remote regions
- Experience in working in a multicultural environment

## **2.4 Qualifications and/or Training**

Essential:

- Working With Children Clearance
- Medical certificate
- Certificate III in Children Services or enrol in upon commencement of employment and complete within 12 to 18 months

Desirable:

- "C" class drivers license
- Current Caring for Kids or Senior First Aid Certificate

## **3. KEY DUTIES/RESPONSIBILITIES**

### **Outcome – Customer Service**

- Develop harmonious relationships with all customers, internal and external.
- Treat all customers with professionalism and dignity.
- Develop and maintain a sense of loyalty and team ownership between members of the Unit.
- Promptly attend to customer enquiries in a courteous and effective manner and refer to Coordinator as required.
- Take initiative to attend to existing or potential customer needs
- Assist the Scallywags Coordinator in achieving the objectives of the Unit.

### **Outcome – Safety and Health**

- Promptly report all workplace hazards and incidents/accidents to the Scallywags Coordinator.
- Operate plant, equipment, appropriate devices and protective equipment in accordance with demonstrated safety procedures and proper instruction.
- Comply, as far as is reasonable, with safety and health instructions.

## **Outcome – Child Care**

- Maintain a clean, hygienic and safe environment to ensure children's well being
- Actively support the qualified staff to plan, implement and evaluate a written program based on observations to meet the developmental needs of the children in care
- Interact positively with children, and use a range of methods to guide children's behaviour
- Attend staff meeting & in service training as required
- Actively participate in training that will benefit the effectively delivery of services
- Demonstrate your sensitivity & respect for the diversity of social and cultural backgrounds of the children in care
- Communicate effectively with Centre staff as part of a team
- Encourage a friendly atmosphere so that families feel comfortable about discussing their children's needs with staff members
- Contribute to the development and implementation of policies and undertake self study as required to meet Quality Accreditation programs
- Comply with laws and regulations relating to centre's operation and maintain any statistical records required by the statutory authority

*(Note: The above key duties and responsibilities are in accordance with the broad banding principles of the Award. They are not an exhaustive list of duties and responsibilities of the position.)*

## **4. ORGANISATIONAL RELATIONSHIPS:**

### **4.1 Responsible to:**

- Scallywags Coordinator
- Qualified Child Carers

### **4.2 Supervision of:**

- N/A

### **4.3 Internal/external liaison:**

#### Internal

Scallywags staff  
Children  
Other Shire employees

#### External

Parents

General public

**5. EXTENT OF AUTHORITY**

This position exercises initiative and/or judgement within clearly established procedures/guidelines. Assistance is readily available.

**This position may make decisions in the following areas independently, without the guidance of the Coordinator**

- Nil

**This position may give direction (either directly or indirectly) to:**

- Nil

**This position may exert influence in the following areas:**

- Development of programs and strategies to achieve quality accreditation

**All positions require some degree of problem solving, creativity and judgement in order to fulfil the objectives and requirements of the position. This position:**

- Is required to exercise initiative and/or judgement within the limits of established procedures and guidelines.

**This position may make recommendations on:**

- Centre's policy and procedures
- Daily Routine
- OHS issues
- Day to day operations of the centre

**This position may approve and officially sign the following documents for/on behalf of the Council (internally or externally):**

- Nil

**6. POSITION DESCRIPTION ADMINISTRATION**

*I agree that this position description accurately reflects the duties and responsibilities of the position indicative at the time of signing.*

*I also understand that this position description may be further reviewed at a future date.*

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Date