



Position Details:			PDFC04
Employee Name:		Position Title:	Childcare Educator (Diploma 3.4)
Manager's Name:		Manager's Position Title:	Childcare Director
Risk Category:	Category A	Award Classification or Job Grade:	Children Services 2010 – Level 3.4
<b>Employment Type:</b> (mark correct box)			
Permanent/Ongoing <input type="checkbox"/> Fixed Term/Contract <input type="checkbox"/> Casual <input type="checkbox"/> Volunteer <input type="checkbox"/>			
<b>Checks Required:</b> (mark correct box)			
Criminal History Check <input checked="" type="checkbox"/> Child Protection Check <input checked="" type="checkbox"/> Prohibited Employment Declaration <input type="checkbox"/>			

### Mission/Vision Statement of the Employer

#### Mission Statement

St. Vincent's Hospital, established by the Catholic Diocese of Lismore in 1921, is a community working together in faith, hope and charity, providing quality health care marked by compassion and respect for the human person in the spirit of Jesus Christ.

#### Values Statement

We believe in and cherish COMPASSION as the core value within our services. We are committed to RESPECT and TEAMWORK. These values empower our actions in the spirit of St. Vincent's and enable healing.

### Purpose of the Position

To work collaboratively with a team of professional Educators and teachers to provide a quality place for the care and education of infants and young children

### Key Relationships / Interactions

Develop trusting and respectful relationships with children and their families	Wider hospital Community
Develop trusting respectful relationships with colleagues	Friends Management Committee

### Education / Experience



Studying and completed at least 50% of a Diploma in Children's Services or similar qualification

### Position / Knowledge / Qualification Requirements

Current child protection certificate and knowledge of keeping them safe legislation	Demonstrated knowledge of the principles governing WH&S, Infection Control, Quality Improvement, Waste Management
Commitment to the Mission and Values of St. Vincent's Hospital	Proven interpersonal and communication skills with ability to work within a multidisciplinary team so as to motivate and lead people
Studying or Completed at least 50% of a Diploma in Children's Services	First Aid Certificate; Including Anaphylaxis and Asthma and CPR

### Major Accountabilities of Position

To provide the highest quality care and education for young children; Knowledge of EYLF, NQS, NQF.	To support your colleagues in managing the smooth daily operation of the centre
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### Responsibilities

**GENERAL:**

- Ensuring the smooth operation of the entire centre by;
  - answering the phone in a timely and friendly manner
  - assisting with the purchase of equipment
  - responding to new client enquires ensuring the common areas of the centre are maintained in a safe, clean and aesthetically pleasing manner
- To strive for a deeper understanding of quality care and education of young children through reading professional journals, conferences / in-services, active and reflective discussions with team members and wider community;
- Support the implementation of specialist recommendations from outside professional;
- Complete all mandatory training as required;
- Be accountable as the Responsible person on premises at any given time;
- Contribute to the weekly program and document children's learning on Story Park.

**TEAMWORK:**

- To participate with staff in coordinating harmonious working relationships and maintain open channels of communication;
- Act in accordance with the St Vincent's Code of Conduct and confidentiality policy;
- Ensure adequate communication with staff and managers;
- Assist in completing team objectives. Share information and learning experiences;
- Participate in team meetings and decision making processes;
- Participate actively in setting team goals and possess a willingness to take on additional responsibility to improve team performance;
- Bring to the attention of the director any conflict or issues within the team.

**SELF:**

- Bring to the attention of your manager or WH&S Manager any unsafe appliances, furniture or work practices that are noticed during the working day;
- Not engage in risky, hazardous, or unsafe work practices which may endanger the safety of oneself or others;
- Attend all mandatory training as required;
- Exhibit a commitment to quality service and participate in activities to enhance continuous quality improvement;
- Complete self-appraisal within timelines;
- Take annual leave within 6 months of it falling due.

**EDUCATION:**

- Completed a Diploma in Children's Services;
- First Aid Certificate Including Anaphylaxis and Asthma and CPR.

**QUALITY AND WORKPLACE HEALTH AND SAFETY:**

- Cooperate with the Hospital Campus to enable compliance with the relevant National Quality Standards;
- Comply with the Hospital Campus workplace health and safety policies, procedures and instructions to ensure the health and safety of yourself and others at the Hospital Campus;
- Cooperate with the Hospital Campus to enable compliance with the relevant WHS legislation and regulations;
- Take all measures to ensure that the department you working in are safe and without risk to health and that all persons in the workplace take reasonable care to ensure the workplace is safe and without risk to health;
- Report unsafe or unhealthy conditions or behaviour to the Director Childcare.

**COMPLIANCE AND LEGISLATIVE KNOWLEDGE:**

All employees must comply with the requirements of:

- The Code of Conduct;
- Confidentiality Policy;
- Childcare policies, procedures and practices;
- Hospital Campus laws, rules and policies; and
- All relevant federal and state legislation, rules and regulations;
- Complete and comply with relevant child protection training and regulations.

**RESPONSIBILITIES:**

- Understands and complies with NQS;
- Understands and engages with the EYLF;
- Understand professional responsibilities in relation to the ECA Code of Ethics;
- Attending and contributing to Team Meetings
- Reading and abiding by all centre policies;
- Assist in the review of policies in a timely manner;
- To keep the director informed of any issues relating to self, colleagues, children and family members that may impact upon service delivery;
- Maintain a healthy positive relationship with all colleagues and clients always ensuring confidentiality is upheld;
- To share insightful news about individual children to family members. Any matters of concern are immediately passed on to a Diploma team member;
- Positive behaviour guidance strategies are used with all children;
- Act as an advocate for young children – reporting any suspected cases of abuse or neglect to the Director immediately or refer to MRG;
- Assist in providing an environment that is stimulating, challenging, and reflective of current best practice in early childhood;
- Assist in providing an environment that is safe, clean, aesthetically pleasing and reflective of our diverse community;
- To assist / Create and engage in a stimulating educational program in accordance with Friends philosophy and documentation structure;
- Completes any professional development that is highlighted through the annual Performance Appraisal;

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Signature of Manager

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Signature of Employee

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Dated

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Dated