



**The PCC is a committed EEO employer-:**  
**Job Description & Selection Criteria**  
**Childcare Services Worker (Casual – possibility of**  
**transition to a permanent role after 12 months))**  
**(Before & After School Care Programs @ Multiple sites:**  
**Gosford; Erina; Pt Clare & Woy Woy)**

**MISSION STATEMENT**

*To create a safe, caring, non-judgmental & holistic community based childcare model. Our inclusive and affordable service provision caters for young people 5 – 12 yrs of all backgrounds and circumstances. Our service/s will accord with social justice and community development principles which continually work towards positive social change. Our childcare work environment (like all other 15 Peninsula Community Centre (PCC) auspiced programs) and childcare ethos must seek to validate our PCC commitment to remain '**Community Engaged ~ Community Driven**' on a daily basis. Wherever possible we aim to be the best at what we do, by remaining pro active and innovative in the professional management of all our sites.*

**PRIMARY OBJECTIVES:**

- To assist managers in the operation of Before & After School Care (BASC) OOSH (Outside of school hours) programs @ 4 sites under the auspice of the Peninsula Community Centre Inc.
  - These programs exist in order to provide affordable broad based community childcare services; programs; activities to young people aged 5 – 12yrs.
  - The key stakeholders for these PCC Childcare programs are the approx 1,000 children / parents that utilise these services on a regular basis
- Be able to operate in a work environment that is busy, pro-active & responsive to children / parents demands, and requires regular adjustments of competing priorities and activities.
- To assist the program to:
  - maintain ongoing compliance with all sites 'High Quality' NCAC accreditation standards / guidelines.
  - Work in a daily operational manner to validate the credo and ethos of the Peninsula Community Centre to be constantly 'Community Engaged ~ Community Driven'
- Adhere to the PCC Staff Policies & Procedures Manual.

**The PCC aims to act in a way that will increase participation, access and equity for young people, this is achieved by:**



1. Providing a safe, secure, supportive and caring environment
2. The organisation will at all times role model appropriate behaviours
3. Provide programs that give young people the opportunity to build on individual skills, self-esteem and identity.
4. Lobbying to increase services and access to community resources
5. Advocate for and on behalf of young people
6. Research and document the needs of young people
7. Involve the broader community and the childcare sector in decision-making processes and implementation of community based childcare projects.

## **Selection Criteria for Casual Child Care Worker**

### **Essential Criteria:**

1. Demonstrated ability to work in partnerships with families.
2. Proven ability to communicate clearly all necessary information to families, children & staff members under the direction of the Program Manager / Supervisor.
3. Demonstrated time management skills.
4. Demonstrated ability to work as part of a team.
5. Demonstrated ability to remain flexible for work days (Mon – Fri) & hours: morning & afternoons.
6. Demonstrated ability to adhere to OHS legislation,
7. Be able to provide examples of ability to adhere to Organisational Policies & Procedures.
8. Knowledge & Understanding, or the demonstrated capacity to quickly attain such, of current NSW child protection legislation & its implications for the care and protection of children. *This includes Children & Young Persons (Care & Protection) Act 1998 No 157, & subsequent amendments, the 2004 Offenders legislation; as well as the NSW Interagency Guidelines for Child Care Protection Intervention 2006.*
9. Ability to undertake all physical requirements involved within an early childhood setting including bending, squatting, pushing, pulling, trunk twisting, kneeling and standing and sitting for duration.

### **Desirable Criteria:**

1. Certificate 3 in Children's Services. This may become an essential / mandatory requirement.
2. Previous experience working in children's services.
3. Knowledge of the Gosford LGA
4. First Aid Certificate, or the commitment / ability to attain one.
5. Qualifications / experience in 'Identification & response to young children at risk of harm'.
6. Demonstrated computer skills: eg Microsoft Applications, & willing to learn 'Kindy Manager'.
7. Current drivers licence. Highly desirable would be the ability to drive a small 20 seat mini bus under a LR license, or willingness / commitment to attain. PCC is willing to train at our cost.



8. Demonstrated commitment to ongoing professional development in the early childhood profession.

## Key Responsibilities

### General Responsibilities

- To work as a member of a co-operative team in order to provide an appropriate educational program for the group/groups of children within the service.
- To ensure that the policies of Peninsula Community Centre are implemented in providing appropriate care & educational programs for children.

### Specific Responsibilities

#### **Children**

- To maintain a safe, supportive and creative environment for children 5-12yrs
- Ensuring all children's services' guidelines are strictly adhered too.
- Referral of children to specialist services where appropriate to be completed in consultation with Manager
- To ensure strict supervision (indoor & outdoor) of children at all times, ensuring that correct staff/child ratios are met
- To observe all aspects of confidentiality
- To be aware of different needs of children and different stages of development
- Responsible for ensuring all enrolment records are up-to-date & ensure relevant information is included in the day book.
- To communicate with children appropriately and in respectful ways
- To ensure that the duty of care and child protection standards are maintained at all times
- Identify signs of emotional or developmental problems in children and bring them to parents or 'guardians' attention.
- Instruct children in health and personal habits such as eating, resting, and toilet habits.
- Keep records on individual children, including daily observations and information about activities, meals served, and medications administered.
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.

#### **Staff**

- To work as a member of a co-operative team, sharing housekeeping duties.
- To maintain appropriate standard of dependability, punctuality and initiative.
- To observe the organisations policy of a smoke free workplace.
- To provide adequate notice to the Manager of any absence from work.
- To observe all aspects of confidentiality.
- Copies of relevant qualifications and completed training courses to be kept on staff files



- Be aware of emergency procedures within Service.
- To attend staff meetings when required.
- Responsible for completing, signing and handing timesheets to the Manager.
- Be in attendance and prepared to work during your hours of duty.
- To treat children/staff/parents with dignity and respect regardless of sex, race, religion, culture, language, background or disability.
- To develop and maintain a co-operative relationship with all staff, students, casuals and volunteers in order to ensure a smoothly running centre and a happy, stimulating environment for all children.
- To ensure that staff communications with each other display professionalism, teamwork and respect.
- Staff role model the behaviour they expect from the children.

## **Families / Community**

- To deal with parents and members of the public in a courteous and professional manner.
- To treat children/staff/parents with dignity and respect regardless of sex, race, religion, culture, language, background or disability.
- To promote the centre and service in a positive and professional manner in the community.
- Liaise with local schools, teachers and other professionals where appropriate.
- To encourage parent involvement.

## **Maintenance**

- To leave the centre clean and tidy each day and to carry out duties in this regard.
- To clean the service bus when required at the direction of the Program Manager / Supervisor.
- To inform the Program Manager / Supervisor of equipment and supplies needed
- Responsible for ensuring daily setting up, packing away, care and cleaning of all equipment
- Where required, perform housekeeping duties such as laundry, cleaning, dishwashing, and changing of linens.
- Sanitize toys & play equipment.
- Assists the Program Manager / supervisor as required in setting up and cleaning away equipment, attending to the needs of children, administrative duties, and any other tasks incidental to their primary contact role

## **Physical Requirements**

- Responsible for ensuring daily setting up, packing away, care and cleaning of all equipment.
- Responsible for one craft, cooking activity or indoor/outdoor game each afternoon.
- To assist and participate in all activities and daily program.

### ***Physical duties include:-***

- The setting up and packing away of the indoor and outdoor environments at the centre
- To be able to kneel or sit on the floor in order to communicate with children at their level.
- To be able to carry a child in an emergency situation.
- To be able to actively move around the environment whilst supervising children.

## **Professional Development**

- To attend relevant training sessions as approved by the Manager
- To keep up-to-date with current developments in the early childhood field.



- To maintain confidentiality and adhere to the ECA Code of Ethics.  
[http://www.earlychildhoodaustralia.org.au/code\\_of\\_ethics/code\\_of\\_ethics.html](http://www.earlychildhoodaustralia.org.au/code_of_ethics/code_of_ethics.html)
- To develop and evaluate own professional goals with the Program Manager / Supervisor.

## Other

- Knowledge of Peninsula Community Centre Inc Policy and Procedures, & ensure that they are adhered too.
- Ensuring safety at all times within the service
- To ensure all incidents/accident reports are promptly filled out and copy given to parent
- To answer the phones and assist with bookings, fees, enrolments, payments etc
- Involvement in fundraising activities when required
- To ensure the centre operates within the code of conduct guidelines
- Where required, to pick up children through provisions of transport to and from relevant schools
- Current license to drive bus (license class LR minimum) to be copied and kept on file if applicable
- To perform duties from time to time as deemed reasonable by the Manage

## **Application closing date:**

This is an ongoing recruitment process, applications should be submitted to the CEO –  
Or by post to: Peninsula Community Centre PO Box 512 Woy Woy 2256 Marked Attention:  
CEO. (Casual Childcare Worker application)

The CEO in conjunction with Childcare Services Managers will based upon the volume & quality of applications received & programs demand, schedule regular periods for intake of new casual staff. More information on our childcare programs can be found at:

[http://www.pccinc.com.au/child\\_care.htm](http://www.pccinc.com.au/child_care.htm)

## **Salary / Rate of Remuneration:**

In line with the current award, & based on applicants qualifications & experience, the **casual** rate for a PCC adult childcare worker falls in a range from \$21.35 – \$21.96 p.h (inc casual holiday levy)

The general conditions of employment will be linked to the Miscellaneous Workers – Kindergartens & Child Care Centres (State) Award.

This casual position may provide a pathway to an appointment to a permanent child care worker role with the PCC, in which case the prevailing casual hourly rate would be reduced, though the pre-existing award grading would be maintained.

## **Days of work:**

As determined by the Program Manager / Supervisor. Every effort will be made to provide weekly rosters with 1 weeks notice, though there may be circumstances when you will be required to provide relief work for an absent employee. Wherever possible Managers will endeavour to provide a minimum 15 hrs paid employment per week, but initially there will be no binding contractual guarantee.



### **Location of Position:**

- Gosford Before & After School care
- Erina Before & After School Care
- Pt Clare Before & After School Care
- Peninsula Before & After School Care

### **Probationary Period:**

Probation will exist in line with current awards for casual staff – termination of employment at the end of each shift. There will be no guarantee of permanent employment.

### **Working with Children Checks:**

The position is subject to the requirements of the Child and Young Persons Protection legislation and all applicants will be required to complete a Prohibited Employment declaration a time of their application.

### **Health check:**

The successful applicant will be subject to a mandatory health check to fulfil OH&S obligations at a duly appointed Medical Centre.