

ADELAIDE UNIVERSITY CHILDCARE SERVICES INC

SELECTION CRITERIA

POSITION: Childrens Services Professional Level 1

ESSENTIAL/MINIMUM REQUIREMENTS:

- 1 Education
 - 1.1 A qualification approved by the Australian Education and Care Quality Authority Professional level 1
 - 1.2 Current Senior First Aid Certificate
 - 1.3 Successful completion of Child Safe Environments training
- 2 Experience
 - 2.1 Experience in programs for children 6 years old.
 - 2.2 Recent experience working in long day care with children 2 years for Room 1 position
 - 2.3 Recent experience working in long day care with children (35 years) for Room 3 position
- 3 Knowledge
 - 3.1 Knowledge of child care philosophy and practice.
 - 3.2 Knowledge of child development.
 - 3.3 Sound knowledge of relevant hygiene and health practices.
 - 3.4 Knowledge of and commitment to equal opportunity as it applies to children, their families and staff.
 - 3.5 Knowledge and understanding of the National Quality Standard
 - 3.6 Knowledge and understanding of Primary Care practices in child care.
 - 3.7 Familiarity with the National Early Years Learning Framework
- 4 Personal Skills/Abilities
 - 4.1 Ability to communicate effectively with a wide range of people especially with children, parents and staff.
 - 4.2 Commitment to excellence in the provision of services to young children.
 - 4.3 Ability and commitment to work as part of a team.
 - 4.4 Ability to recognise and resolve conflict constructively.

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JOB SPECIFICATION

POSITION: Childrens Services Professional level 1

POSITION SUMMARY:

Responsible through CSP Level 2/3 educator to the Director Responsible to perform duties consistent with the position of a Childrens Services Professional Level 1 and to carry out specific duties delegated by the Director.

Work within the CH Q W U H ¶ V SKLORVRSK\ DQG SROLFLHV

Act professionally and maintain confidentiality.

Provide a high standard of child care and education for both the individual and group needs of children in a safe, nurturing environment.

- 1 Children/Programming
 - 1.1 Ensure that the health safety and welfare of the children remains paramount at all times.
 - 1.2 Give each child individual attention and comfort according to her/his needs.
 - 1.3 Develop plan and implement program of care and education that is developmentally appropriate, and meets the individual needs of each child in the group.
 - 1.4 Monitor and evaluate the program.
 - 1.5 Maintain individual developmental records and observation files for each child in the group through objective written and oral observations of children on a daily basis.
 - 1.6 Incorporate equity principles into all practices
- 2 Parents
 - 2.1 Liaise with parents in a professional and confidential manner. Refer any issues to the senior staff.
 - 2.2 Create an atmosphere that welcomes parents and encourages their participation.
 - 2.3 3 URYLGH SDUHQWV ZLWK LQIRUPDWLRQ DERXW WKHLU
- 3 Staff
 - 3.1 Work with the staff team and the director in a professional manner.
 - 3.2 Provide support and guidance to unqualified staff, students and teachers through working as an effective role model.
 - 3.3 Co-ordinate and direct the activities of unqualified staff. As required.
 - 3.4 Take responsibility for assessment of students on placement where relevant in consultation with senior staff.
 - 3.5 Assist the development of individual skills and knowledge of staff through open and effective communication.
- 4 Administration/Operation of Service
 - 4.1 Ensure that accurate enrolment and attendance records are maintained.
 - 4.2 Assist in the maintenance of equipment and stores.
 - 4.3 Take resp R Q V L E L O L W \ W R U H D G D Q G X Q G H U V W D Q G W K H procedures.
 - 4.4 : R U N Z L W K L Q W K H F H Q W U H ¶ V S K L O R V R S K L H V S R O L F L

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- 4.5 Take responsibility in emergencies until able to transfer to a more senior person. Direct other staff or students to assist as required.
 - 4.6 Report any emergency or hazard to the director immediately it is safe to do so.
- 5 Personal /Professional
- 5.1 Responsible for the quality of her/his own work subject to routine supervision
 - 5.2 Establish personal goals and develop personal knowledge and skills through reading relevant literature and attending inservice training.
 - 5.3 Participate in a regular evaluation of work performance.
 - 5.4 Take reasonable care to protect her/his own safety in the workplace and avoid adversely affecting the health, safety and welfare of any other person through act or omission or misconduct at work.
 - 5.5 Undertake other reasonable duties as directed by the Director.
 - 5.6 Undertake reasonable duties at other AUACS services as directed by the Director.

DECLARATION: