

Position Description



YWCA CANBERRA

Position Information	
Position	Children's Services Educator Level 1
Date approved	May 2014
Program	YWCA Children's Services
Supervisor	Room Leader - Centre Based Care Program Director – School Age Care
Location	YWCA Children's Services Programs
Hours of work	As specified in letter of appointment
Salary	Grade 1, Level 2 of the YWCA of Canberra Enterprise Agreement
General Conditions of Employment	
<ul style="list-style-type: none">• Appointment is subject to obtaining a satisfactory Working With Vulnerable People check at own cost• Appointment is subject to satisfactory working rights in Australia• All YWCA of Canberra policies and procedures will apply• Subject to a 6 month probation period	
Position Statement	
Children's Services Educators are responsible for providing high quality care, education and supervision to children in their care.	

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Responsibilities	
The Program:	<ul style="list-style-type: none"> • Learning and implementing the policies, procedures and routines of the service; • Assist with preparing the environment, setting up interesting activities and cleaning away equipment and supplies; • Assist in preparing food and snacks as directed; • Assist with cleaning relating to the program and assisting other staff when requested by the Supervisor; • Learning the basic skills required to work in the environment with children; • Maintain confidentiality and not discussing own personal life with or in front of the children; • Assist with ensuring the safety of the program's environment and equipment.
The Children:	<ul style="list-style-type: none"> • Relate to children with genuine respect, empathy and warmth, taking into account any individual cultural or socio-economic differences; • Value the child as an individual within the diverse context of family and community. • Acknowledge, support and understand children's individual learning styles. • Listen to children and embrace their ideas and perspectives. • Nurturing the development of life skills. • Assist with children's routines; • Assist with guiding and assisting children in all activities, ensuring that the highest safety standards are maintained; • Assist with implementing the program in a flexible manner that is compatible with the children's age, needs and interests; • Assist with developing the skill of participation in supervision of all games and activities; • Be consistently alert to rough play and dangerous situations and report these to Supervisor; • Respond to children in a non-aggressive way. Address conflict in a calm and non-threatening, non-judgmental manner; • Maintain appropriate health practices when responding to children's physical needs.
The Educators:	<ul style="list-style-type: none"> • Attend educators meetings and participate in training when required; • Work as a member of a team and assist other educators in appropriate ways; • Communicate effectively and develop a co-operative relationship with other educators; • Treat each educator with dignity and respect; • Be punctual and give prompt notification of unavailability.
The Parents, Families and Community:	<p>Assist with:</p> <ul style="list-style-type: none"> • Developing a good rapport with families and communities

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	<ul style="list-style-type: none"> Sharing positive information about the children with their families 		
Selection Criteria			
Qualifications	<ul style="list-style-type: none"> Satisfactory Police Check; Current Senior First Aid Certificate / or willingness to obtain one; 		
Knowledge and Experience	<ul style="list-style-type: none"> Knowledge and understanding of children's needs including children with additional needs; Posses sufficient knowledge, skills and experience to perform the duties of this level; 		
Capabilities and Behaviours	<ul style="list-style-type: none"> Evidence of good health and an ability to cope with varying demands effectively. Demonstrated communication skills and the ability to relate positively to educators, children and parents; The ability to carry out the duties of the position. Willingness and ability to work as a member of a team; 		
Other Requirements	<ul style="list-style-type: none"> Current full driver's license and access to vehicle with comprehensive insurance during working hours A current Working with Vulnerable People Registration Australian Citizenship or suitable rights to work in Australia 		
Authorisation			
Acknowledgement by Incumbent	Signature:	Date	Click here to enter a date.
	Name:		
Executive Director	Signature:	Date	Click here to enter a date.
	Name:		

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