



# Position Description

Position Information	
<b>Position</b>	Children's Services Educator
<b>Date approved</b>	January 2024
<b>Program</b>	YWCA Children's Services
<b>Supervisor</b>	Room Leader - Centre Based Care Program Director – School Age Care
<b>Location</b>	YWCA Children's Services Programs
<b>Hours of work</b>	As specified in letter of appointment
<b>Salary</b>	Grade 1, Level 2 of the YWCA of Canberra Enterprise Agreement 2023 - 2027

General Conditions of Employment
<ul style="list-style-type: none"> <li>• YWCA Canberra Enterprise Agreement 2023 -2027</li> <li>• Appointment is subject to obtaining a satisfactory Working With Vulnerable People check at own cost</li> <li>• Appointment is subject to satisfactory working rights in Australia</li> <li>• Appointment is subject to satisfactory National Police Check</li> <li>• All YWCA of Canberra policies and procedures will apply</li> <li>• Subject to a 6-month probation period</li> </ul>
Position Statement
<p>Children's Services Educators are responsible for providing high quality care, education and supervision to children in their care.</p>

Responsibilities	
<b>The Program:</b>	<ul style="list-style-type: none"> <li>• Learning and implementing the policies, procedures and routines of the service;</li> <li>• Assist with preparing the environment, setting up interesting activities and cleaning away equipment and supplies;</li> <li>• Assist in preparing food and snacks as directed;</li> <li>• Assist with cleaning relating to the program and assisting other staff when requested by the Supervisor;</li> <li>• Learning the basic skills required to work in the environment with children;</li> <li>• Maintain confidentiality and not discussing own personal life with or in front of the children;</li> </ul>

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<b>Version:</b> 2.0	<b>Updated:</b> January 2024



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	<ul style="list-style-type: none"> <li>Assist with ensuring the safety of the program's environment and equipment.</li> </ul>
<b>The Children:</b>	<ul style="list-style-type: none"> <li>Relate to children with genuine respect, empathy and warmth, taking into account any individual cultural or socio-economic differences;</li> <li>Value the child as an individual within the diverse context of family and community.</li> <li>Acknowledge, support and understand children's individual learning styles.</li> <li>Listen to children and embrace their ideas and perspectives.</li> <li>Nurturing the development of life skills.</li> <li>Assist with children's routines;</li> <li>Assist with guiding and assisting children in all activities, ensuring that the highest safety standards are maintained;</li> <li>Assist with implementing the program in a flexible manner that is compatible with the children's age, needs and interests;</li> <li>Assist with developing the skill of participation in supervision of all games and activities;</li> <li>Be consistently alert to rough play and dangerous situations and report these to Supervisor;</li> <li>Respond to children in a non-aggressive way. Address conflict in a calm and non-threatening, non-judgmental manner;</li> <li>Maintain appropriate health practices when responding to children's physical needs.</li> </ul>
<b>The Educators:</b>	<ul style="list-style-type: none"> <li>Attend educators' meetings and participate in training when required;</li> <li>Work as a member of a team and assist other educators in appropriate ways;</li> <li>Communicate effectively and develop a co-operative relationship with other educators;</li> <li>Treat each educator with dignity and respect;</li> <li>Be punctual and give prompt notification of unavailability.</li> </ul>
<b>The Parents, Families and Community:</b>	<p>Assist with:</p> <ul style="list-style-type: none"> <li>Developing a good rapport with families and communities</li> <li>Sharing positive information about the children with their families</li> </ul>

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YWCA CANBERRA

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

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