

JOB DESCRIPTION – CERTIFICATE III CHILDCARE EDUCATOR

Certificate III Childcare Educator

Qualifications/Experience:

Certificate III in Child care Services and/or no prior industry experience.

Responsible to: Room Coordinator

Accountability

Childcare workers are accountable to the Director. Ultimately the Principal of South Coast Baptist College under the management of the College Board oversees all College staff. Please see attached hierarchy structure to gain a full understanding of accountability and responsibility.

Aims:

- To communicate effectively with children and families.
- To work as an effective team member.
- To follow Centre Policy and Government Legislation to assist in the provision of a safe and hygienic environment for children.
- To reflect and improve on professional practice.

Key Responsibility Areas:

1. Care for Children

- To develop positive and supportive relationships with children.
- To assist in the design, implementation and evaluation of quality child focused programs for children.
- To liaise and interact effectively with families in caring for children.
- To support family involvement in the program.

2. Working with Staff

- To communicate effectively within the team and contribute as a positive team member.
- To work within Centre Policies and Procedures.
- To undertake Administrative tasks.

3. Health, Safety and Protective Care

- To ensure the environment in which children learn and play is clean, hygienic and safe.
- To respond to illness, accidents and emergencies in accordance with Centre Policy and Government regulations.
- To follow Centre policy regarding personal health and hygiene practice.
- 4. Professional Skills and Development
- To maintain a professional approach to work.
- To reflect and improve upon professional practice.
- To maintain confidentiality at all times.

JOB DESCRIPTION – CERTIFICATE III CHILDCARE EDUCATOR

Continued....

Selection Criteria

Essential

- National Police Certificate.
- Medical Certificate.
- Current Senior First Aid Certificate.
- TB Clearance.
- Effective written and verbal communication skills.
- Ability to work as an effective team member.
- Ability to communicate effectively with children.

Desirable

- Certificate III in Community Services (Children's Services).
- Knowledge of Government Regulations and QIAS Principles.