

Leeton Shire Council



POSITION DESCRIPTION

Leeton Shire Council Staff Mission and Values:

- ✓ *Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.*
- ✓ *We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:*

Trust Respect Integrity Collaboration Communication Innovation

- ✓ *With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.*

POSITION DETAILS

Position Title	Childcare Worker
Directorate	Corporate
Department	Business Services
Location	Out of School Care/Vacation Care
Salary Grading	Grade 3
Employment Status	Casual
Hours of Work	As determined by the Service's requirements. The Leeton Out of School Hours Care Service operates from 3.30m to 6.00pm and; Leeton Shire Council Vacation Care Service operates from 8.00am to 6.00pm.
Supervisor	OOSCH Coordinator
Key Internal Relationships	<ul style="list-style-type: none">▪ OOSCH Coordinator▪ Assistant Coordinator, OOSCH▪ LELC Manager/Nominated Supervisor
Key External Stakeholders	<ul style="list-style-type: none">▪ General Public▪ Parkview Public School

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document.

All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct, Child Safe Policy and Equal Employment Opportunity Principles

PRIMARY PURPOSE OF POSITION

- ❖ To care of children between the ages of 5-12years in Outside of School Hours Care and Vacation Care and provide quality activity programs.

POSITION ACCOUNTABILITES AND RESPONSIBILITIES

Finance:

- ❖ Comply with relevant budget processes and procedures, ensuring appropriate charge numbers and costing codes are used.

Strategy:

- ❖ Contribute to the review and updating of internal business processes.

Customer/Stakeholder:

- ❖ Attend to customer requests and enquiries.
- ❖ Provide specialist information and advice to customers.
- ❖ Inform customers of maintenance and repair work to be carried out that directly impacts them.
- ❖ Participate in school and interest group tours and talks as appropriate.

Operations:

- ❖ To treat each child with dignity and respect, taking into consideration any cultural, socio-economic or other differences which may arise.
- ❖ To assist in planning and preparing the environment, preparing and cleaning away materials and supplies.
- ❖ Provide, through your duties, a service which will result in a positive experience for the children.
- ❖ Assist in the keeping of children's records.
- ❖ Attend all staff meetings.
- ❖ Assist the Coordinator and the Assistant Coordinator in any other appropriate way.
- ❖ Be willing to participate in meetings, conference and training courses, where appropriate.
- ❖ Develop a cooperative relationship with all staff members to ensure a smoothly operating service and a consistently caring, secure and active environment for all children at all times.
- ❖ Assist in cleaning responsibilities relating to the service.
- ❖ To develop a good rapport with parents.

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the safety of themselves, all employees of council and members of the public.

Workers have the following responsibility, authority and accountability:

- ❖ On commencement, new staff must present evidence of having received current Covid-19 vaccinations.
- ❖ Working safely so as not to put yourself or other at risk.
- ❖ Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented.
- ❖ Cooperating and complying with safe work methods statements, policies and procedures and participating in their development.
- ❖ Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities.
- ❖ Attend all required WHS training.

A full list of Leeton Shire Council's WHS responsibilities and accountabilities are available within the 'Conditions of Employment Essential Information' document.

SELECTION CRITERIA

Essential

Qualifications/Licences/Experience:

1. Must hold a current Working with Children Check clearance.
2. Show evidence of having received current Covid-19 vaccinations.
3. Knowledge of WH&S Act and Regulations.

Skills and Attributes:

1. Empathy for working with children.
2. Demonstrated excellent interpersonal and customer service skills with the general public and fellow employees and ability to work as a team.
3. Ability to maintain an excellent level of attendance and punctuality.
4. Ability to set a high standard as the general public looks upon you as a symbol for Council.
5. Ability to maintain customer confidentiality at all times

Desirable:

- ❖ Demonstrated experience caring for children.
- ❖ First Aid Certificate
- ❖ Certificate III in Children's Services.
- ❖ Anaphylaxis and Asthma training.
- ❖ Possess and maintain a current Class C driving licence



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Jackie Kruger
General Manager

I hereby accept the terms and conditions set out in this position description for Childcare Worker (Casual) – Leeton Outside of School Hours Care & Vacation Care.

Dated this day of 20.....

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Signature