



## POSITION DESCRIPTION

**PD059**

### Children's Services Trainee

<b>Classification</b>	Enterprise Agreement	<b>Status</b>	Two Year Fixed Term, Part-Time
<b>Directorate</b>	Community & Engagement	<b>Incumbent</b>	Vacant
<b>Department</b>	Children's Services	<b>Reporting to</b>	Manager Children's Services

#### PURPOSE OF THE POSITION

The Children's Service Trainee is responsible for providing assistance for Council's delivery of innovative and quality early education and care programs in line with the National Quality Framework, supporting children's wellbeing, learning and development.

Employment within this role is conditional upon enrolment and successful progression of study in a Certificate III in Early Childhood Education and Care throughout the fixed term employment period.

KEY RESPONSIBILITIES	DELIVERABLES/OUTCOMES (MEASURE OF SUCCESS)
Provision of quality childcare	<ul style="list-style-type: none"> <li>▪ Learning how to establish relationships and interact with children</li> <li>▪ Learning and implementing the policies, procedures and routines of the service;</li> <li>▪ Assist in all activities involved in the team approach to Childcare– including basic washing, changing, toileting and toilet training and feeding children. General cleaning and tidying of room must also be undertaken;</li> <li>▪ Learning the basic skills required to work in this environment with children;</li> <li>▪ Learning about the standards of hygiene, health and safety as outlined in the Policy and Procedure Manual.</li> </ul>
<b>Standard Clauses</b>	
Meetings and Interactions	<ul style="list-style-type: none"> <li>▪ Attending and actively participating in internal and external meetings, training and workshops, as required.</li> </ul>
Compliance	<ul style="list-style-type: none"> <li>▪ Awareness and compliance with relevant standards, regulations and legislation, identified service levels regarding current best practice for childcare.</li> <li>▪ Council policies and procedural obligations met.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>▪ A consistently high level of customer service, based on defined service levels, provided to internal and external customers both individually and by the team.</li> </ul>
Resource Sharing	<ul style="list-style-type: none"> <li>▪ Other duties and back up servicing provided to the Circular Head Council, as required from time to time, pursuant to the Resource Sharing agreement between the two Councils.</li> </ul>
Confidentiality	<ul style="list-style-type: none"> <li>▪ Integrity and confidentiality of all council related activity and documentation is being maintained.</li> </ul>

KEY RESPONSIBILITIES	DELIVERABLES/OUTCOMES (MEASURE OF SUCCESS)
Records Management	<ul style="list-style-type: none"> <li>▪ Records are created, used, maintained, recorded and managed in accordance with the Council's Information Management Policy.</li> </ul>
Procurement	<ul style="list-style-type: none"> <li>▪ Responsible for purchasing goods and services in accordance with the Procurement Policy and delegated financial limits.</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>▪ Maintain an active awareness of Risk Management issues and practices concerning the workplace and within the role that could cause concern, embarrassment or liability to Council.</li> <li>▪ Assist Council to mitigate risk by promoting risk awareness throughout the organisation.</li> <li>▪ Provide risk management information as requested and assist in the investigation of any risk management issues or claims that have been made against Council insurances.</li> </ul>
Additional Duties	<ul style="list-style-type: none"> <li>▪ Other duties as directed within the scope of the position.</li> </ul>

#### SPECIAL CONDITIONS

- Employment within this role is conditional upon enrolment, and successful progression of study, in a Certificate III in Early Childhood Education and Care
- Registration to Work with Vulnerable People (Child Related Activity Clearance)

#### WORK HEALTH AND SAFETY ACCOUNTABILITIES

##### All staff are required to observe the following WHS accountabilities:

1. Ensure full compliance with Council's Safety Management Plan and associated Policies, Procedures and Instructions, specifically taking action on all points of the employee's responsibility; and
2. Ensure full compliance with responsibilities under the *WHS Act 2012*, the *WHS Regulations 2012* and other relevant legislation, in particular:
  - Take reasonable care for your own safety (physiological and psychological) and that of others at their work.
  - Accept the responsibilities in the course of performing your work with regard to the use of safety devices and protective equipment.
  - Report safety hazards to minimise and control risk.
  - Report immediately any incident or injury which arises in the course of your work.
  - Ensure completion of induction, instruction and training prior to undertaking tasks.
  - Ensure that you are not affected by the consumption of alcohol or drugs so as not to endanger your own safety at work or the safety of any other person.
  - Ensure personal adherence to Council's WHS Policies, Guidelines, Procedures, Safe Operating Procedures and Safety Instructions.

#### CORPORATE ACCOUNTABILITIES

##### All staff are required to observe the following corporate accountabilities:

1. Compliance with all legislative requirements.
2. Understand and promote Council's Strategic Objectives and Core Values.
3. Adhere to Council's plans, policies, guidelines and procedures which include the Customer Service charter, WHS Standards, Information Management, Risk Management plan and matters outlined in the Employee Handbook and Enterprise Agreement.

## COUNCIL VALUES

Our work and decisions are guided by our Values. Our values underpin our actions and dealings with each other and the Community we serve. As representatives of Waratah-Wynyard Council, together we deliver important services to our great Community, we are committed to deliver quality outcomes by creating a workplace culture where people enjoy their work, feel valued and are proud to work to serve our Community.

**RESPECT** - People are heard, valued and respected. We are fair and equitable in all our practices.

**PRIDE** - We take pride in the quality of our service and standard of work we deliver. We serve each other and our community with integrity

**CONNECTION** - People are at the heart of all we do. We are inclusive and build relationships that foster trust and belonging.

**SUSTAINABILITY** - The impact we have on people and our environment is important to us. We make integrated and sustainable choices.

**LEARNING** - We are a learning organisation. We embrace opportunities for continuous improvement and innovation.

## ORGANISATIONAL RELATIONSHIPS

Reports to: Manager Children's Services

Direct Reports Nil

Internal Liaisons: The Children's Services Trainee is required to operate as an effective part of Children's Services team and is expected to ensure professional and effective working relationships with the Executive Management Team, Senior Management Team and all staff throughout the organisation.

External Liaisons: Parents, students, visitors and volunteers

## PERSONAL ATTRIBUTES

- Maturity, flexibility and tolerance.
- Initiative, resourcefulness and confidence in abilities.
- Ability to develop warm relationships with children.
- Supportive, non-judgmental regard for parents and children.
- Knowledge and appreciation of social, emotional, cognitive, physical and cultural development of children.
- Sensitive to the need for confidentiality.
- Receptive to new ideas and input from others
- Good communication skills

**POSITION – INHERENT PHYSICAL REQUIREMENTS**

The work is likely to require a certain amount of physical activity, such as:

Activity	Never	Occasional	Frequent	Constant
Stooping			X	
Climbing		X		
Walking			X	
Lifting			X	
Pushing		X		
Pulling		X		
Reaching			X	
Standing			X	
Twisting			X	
Squatting			X	
Sitting		X		
Kneeling			X	
Bending			X	
Noise			X	
Support one hand		X		
Two hands required			X	
Vibration one hand	X			
Vibration two hands	X			

**ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The Children's Services Trainee exercises powers and duties within the classification of the role and as defined by policy, budget allocation and specified individual and departmental performance plans. Where decisions exceed their delegation, they will refer the matter to the Manager Children's Services or delegated Officer.

## QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

### Qualifications

- Completion of High School Certificate/School Certificate and a commitment to attaining a Certificate III Early Childhood Education and Care.
- Current Registration to Work with Vulnerable People (Child Related Activity Clearance)
- Current First Aid Certificate (or willingness to obtain)

### Knowledge & Experience

- Good level of communication skills – interpersonal, written and verbal and the ability to relate positively to educators, families and other professionals.
- Experience with Smart Phones and online technology and willingness to use as part of your role.
- Ability to cope with varying demands of the role effectively
- Work in a cooperative, flexible and professional manner with children, parents, educators and other professionals
- Adhere to service policy and procedures
- Understand the Code of Ethics in Childcare
- A good level of health and fitness, energy and enthusiasm daily

## SELECTION CRITERIA

### Essential

1. Completion of High School Certificate/School Certificate and a commitment to attaining a Certificate III Early Childhood Education and Care.
2. Willingness to obtain Registration to Work with Vulnerable People (Child Related Activity Clearance)
3. Effective written, verbal and interpersonal communication skills.
4. Ability to ensure confidentiality of information
5. Ability to operate in a team environment and supporting the team in a positive manner.
6. Ability to display initiative and resourcefulness.
7. Smart Phone and ability to use as part of your role for email, texting, apps, calendar, notetaking, reminders, etc.
8. First Aid Certificate (or the willingness to obtain).

### Desirable

9. Sound, practical knowledge of Early Childhood

## ACCEPTANCE OF POSITION

I agree to the current requirements of this Position Description.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_