



## POSITION DESCRIPTION



<b>ROLE TITLE: Childcare Educator – Little Gems Children’s Centre</b>	
<b>DEPARTMENT:</b>	<b>Corporate &amp; Community</b>
<b>REPORTS TO:</b>	<b>Director of Childcare</b>
<b>LOCATION:</b>	<b>Little Gems Children’s Centre – High Street Georgetown</b>
<b>DATE PREPARED:</b>	<b>2024</b>
<b>PREPARED BY:</b>	<b>Community Services</b>

**This Statement represents an accurate description of the role of the Childcare Educator, Little Gems Children Centre.**

**Signed Position Incumbent:**

**Dated:**

**PRIMARY ROLE PURPOSE:**

To assist with the day to day operations of the Etheridge Shire Council’s Little Gems Children’s Centre.

## ENVIRONMENT

Etheridge Shire Council, *'The Golden Heart of the Gulf'* is a medium sized rural Council which borders Tablelands Regional Council, Charters Towers Regional Council, Flinders Shire Council, Richmond Shire Council, Croydon Shire Council and Carpentaria Shire Council.

The Shire covers an area of 39,039km<sup>2</sup> the Etheridge Shire is bursting with development opportunities with a current population of approximately 1,200. It is expected to rapidly expand to over 2,500 if the development that is earmarked for the region is approved.

Our new vision for the Shire is one for a ***"balanced community with robust economic and environmental assets which supports our youth and the wellbeing of our citizens"***.

Mining, Tourism, Beef Cattle and Agriculture are the predominant industries which is the driving factor behind our economy, but as industry grows and our population steadily growing so will the need for additional services to keep pace with this growth.

The shire has residential, rural/residential and industrial land available. The shire has good community infrastructure in place and we are committed to providing additional infrastructure for future generations to enjoy. The shire is a great place to live, work and play and to bring up children and we are blessed with a caring and committed community.

The CEO will be joined by two (2) Directors creating the leadership team that will drive change across the organisation, community and region in coming years. Opportunities for strategic thinkers and 'change agents' exist across the functional areas of Corporate & Finance, Community Services, Environmental Services, and Technical & Civil Services.

The key challenges for the Childcare Educator over the next three to five years include:

- **Team Work:** The ability to effectively communicate the directives of Council.
- **Communication & Interpersonal Skills:** The ability to effectively transfer ideas, concepts and information. The ability to create, maintain and enhance relationships with clients and staff in order to achieve work goals.
- **Leadership:** The ability to create a shared understanding of requirements in the work environment and through influence, enable team members to fully contribute to team and corporate goals.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

### **Childcare Educator**

The incumbent will be responsible for, but not limited to:

#### **Working with children and their families:**

- Assisting the Director and other staff with the planning, implementation and evaluation of programs which cater for the physical, social and emotional needs of the children in care.
- Act as a role model and caregiver whilst supervising children at play and during routine activities.
- Assist with the arrangements of equipment, furniture, toys and consumable materials to create a safe and stimulating developmental environment for children.

- Maintain appropriate personal, child and environmental hygiene standards.
- Assist with children's arrivals and departures.
- Share cleaning responsibilities relating to the centre.
- Collect fees and issue receipts.
- All other duties as directed by the Director of Childcare.
- Attend and actively participate in training and meetings as required.

**Working with staff:**

- Work co-operatively with staff and provide clear communication with team members.
- Maintain a positive and flexible approach to change
- Be punctual and attend staff meetings as directed by the centre Director

**Other responsibilities and duties:**

- Maintain confidentiality at all times regarding matters within the service
- Work in accordance with the Education and Care Services National Law (Queensland) Act 2011, Education and Care Services National Regulations (Queensland) 2011, National Quality Framework, Early Years Learning Framework, and WH&S Act.
- Work in accordance to the Centre's Policy and Procedure at all time.

**KEY PERFORMANCE INDICATORS**

- Completion of all duties (as noted above) in a timely and efficient manner
- Appropriate notification to supervisor in respect to work absences and leave requirements
- Compliance with all policies and procedures
- Compliance with all workplace health and safety standards
- Punctuality and courtesy at all times
- Compliance of the adopted Code of Conduct

**KEY BEHAVIOURS**

**Integrity:**

- Follows through with agreed actions.

**Excellent work ethic:**

- Follows instructions carefully.

- Anticipates potential problems and addresses them with Supervisor.

#### **Team player**

- Attends and participates in team meetings.
- Actively contributes to meeting discussions.

#### **Results orientated**

- Sees tasks through to completion.
- Completes tasks within specified time frames.

#### **Commitment to Best Practice**

- Follows procedures.
  - Maintains accurate records.
  - Maintains an understanding of Council policies and procedures.

### GENERAL INFORMATION AND CONDITIONS

**Applicants are required to provide a written overview of their experience in relation to demonstrating their ability to meet the above Key Responsibilities & Accountabilities and provide a Resume with at least two referees.**

**(the above Key Responsibilities & Accountabilities is not required to be addressed individually within the application to Council)**

- Appointment to the position of Childcare Worker will be *engaged under the relevant Award* with an attractive remuneration package to the successful applicant.

### **QUALIFICATIONS**

To perform this job successfully, an individual must have or be able to demonstrate a background in Childcare Services. The position requires a good general knowledge of the regulations pertaining to childcare.

- Certificate III Early Childhood Education & Care or currently be studying towards gaining the qualification.
- Basic knowledge of childcare.
- Good communication skills.
- Administration experience.
- Prior work experience.
- Current Senior First Aid Certificate or willingness to obtain.
- Current working with Children Blue Card

### **MEDICAL CONDITION**

It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment will be dependent upon receiving confirmation from the General Practitioner that you are

physically able to carry out the work required for this position.

**CODE OF CONDUCT**

You will be required to inform yourself of the contents of the Shire’s “Code of Conduct” and will be required to adhere to the Code.

**WORKPLACE HEALTH & SAFETY**

You will be required to familiarize yourself with the Shire’s Safety Policy and “Safe Plan” procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the Work Health and Safety Act 2011.

**DRUG & ALCOHOL POLICY**

As an employee you will be required to participate in Council’s Random Drug and Alcohol testing programme and comply with Councils Drug and Alcohol policy.

**PROBATION PERIOD**

A probation period of six (6) months applies to this position. This may be extended for a further period of no more than six (6) months should performance not be satisfactory at the expiry of the initial term.

**ACCOMMODATION**

There is no accommodation provided with this position.

**CERTIFICATES, LICENSES, REGISTRATIONS**

It is a condition of employment that a Current ‘C’ class driver’s license be maintained at all times. Failure to hold such license may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.
- Existing Council policy will be applied to assist appointees to relocate.

Applications for this position should be forwarded to:

The Chief Executive Officer  
Etheridge Shire Council  
PO Box 12  
Georgetown, Qld 4871