Position Description: Child Care Worker – RIDBC VisionEd Preschool

Job Details

Position Title: Child Care Worker

Year: 2013

Stream/Function/Department: RIDBC VisionEd

Reports directly to: Director, VisionEd Preschool

Direct Reports: None

Background Information

Qualifications

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Certificate III in Children’s Services/Diploma in Children’s Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postgraduate</td>
<td></td>
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<tr>
<td>Other</td>
<td>First Aid Certificate</td>
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</table>

Main Purpose

- To participate in the department in accordance with the vision, mission, values and standards of RIDBC.
- To foster a climate and culture of quality and innovation that enhances educational opportunities and outcomes for children with sensory impairment.
- To build the profile and reputation of RIDBC generally, and the department specifically, within the community.
- To share knowledge and expertise generated within the department with others.

RIDBC Mission

By providing quality and innovative education and other services, RIDBC will achieve the best outcomes for clients with hearing and/or vision loss throughout Australia.

RIDBC Values

- Innovation
- Sharing of knowledge
- Respectful treatment of all people

- Ethical practice
- Child & family focussed service
- High quality

Key Responsibilities

| Support the delivery of a range of individual and small group educational programs to meet the individual needs of all children. |
| Design, implement, monitor and evaluate an appropriate individualised approach to education through participation in team programming sessions, small group activities and demonstrate awareness of an optimal learning environment for young children with a sensory disability and their community peers. |
| Communicate effectively with other members of |

Performance Indicators

<p>| Contributes to the delivery of individual and group programs on a daily basis. |
| Contributes to group and individual planning sessions &amp; implements learning experiences as required. |
| Communicates with team members, other |</p>
<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
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<tbody>
<tr>
<td>Support the work of the teacher to ensure high quality outcomes.</td>
<td>Takes direction from in the delivery of programs.</td>
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<tr>
<td>Take responsibility for an allocated group of children designated as</td>
<td>Designs, plans, implements and evaluates programs for children designated as “primary contact group”</td>
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<tr>
<td>“Primary Contact Group”.</td>
<td></td>
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<tr>
<td>Prepare and maintain all records, reports and documents as required.</td>
<td>Records, reports and documents are completed as directed by the Preschool Director</td>
</tr>
<tr>
<td>Behave in an ethical manner, displaying honesty, integrity and</td>
<td>Displays a high level of commitment to professional practice.</td>
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<tr>
<td>reliability, and commitment to professional practice.</td>
<td></td>
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<tr>
<td>Use and be accountable for resources in an efficient manner,</td>
<td>Uses resources in an appropriate manner to support the implementation an educational program</td>
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<tr>
<td>displaying honesty, integrity and reliability.</td>
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<tr>
<td>Adopt a practice of continuous professional development and</td>
<td>Participates in professional development as directed by the Preschool Director.</td>
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<tr>
<td>professional reading to ensure that their skills and knowledge are</td>
<td></td>
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<tr>
<td>up to date.</td>
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<tr>
<td>Contribute actively to the preschool community by participating in</td>
<td>Participates in individual review, planning and evaluation of the service as directed.</td>
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<td>the planning of policy and activities, by participating in the</td>
<td></td>
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<td>processes of individual feedback and planning, service evaluation,</td>
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<td>by sharing resources, expertise and support with colleagues.</td>
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<td>Maintain a professional relationship with families.</td>
<td>Interacts with families in a professional manner</td>
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<tr>
<td>Participate in a regular process of Individual Staff Feedback and</td>
<td>Participates in the Achievement and Recognition program as directed.</td>
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<td>Planning with the immediate supervisor and to take responsibility</td>
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<td>for following through with the agreed actions.</td>
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<tr>
<td>Uphold the Principles of Cultural Diversity, and create learning</td>
<td>Creates environments that are culturally sensitive and foster an understanding of cultural diversity.</td>
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<tr>
<td>environments that are culturally sensitive and inclusive.</td>
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<td>Ensure that all children and staff have equal opportunity and that</td>
<td>Has an understanding of anti discrimination legislation and seeks to provide an inclusive education environment.</td>
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<tr>
<td>the learning environment, workplace and teaching practices are</td>
<td></td>
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<tr>
<td>non-discriminator.</td>
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<tr>
<td>Follow RIDBC values, policies, procedures and statutory obligations</td>
<td>Follows RIDBC policies, procedures and statutory obligations</td>
</tr>
<tr>
<td>Ensure a safe working environment for self and others</td>
<td>All Workplace health and safety programs are followed to ensure a safe working environment for self and others. Conforms with Child Protection Legislation</td>
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</table>

**Knowledge, skills and experience – Required to perform this role**

- Early Childhood qualification and experience.
- Experience of centre-based preschool.
- Effective written and verbal communication.
- Commitment to high quality teamwork.
- Current First Aid qualification.
- Thorough knowledge of National Regulations, National Quality Framework and the EYLF.
**Personal Attributes**

- Excellent communication skills
- Service and oriented
- Outcome and process focused
- Proactive
- Ethical
- Collaborative and consultative

**Challenges**

**Types of challenges**

- Diverse stakeholders sometimes with competing priorities
- How the position deals with them
  - Show understanding and empathy.
- Working with children with diverse needs
  - Participating in professional development and seeking guidance from Preschool Director.

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**Educational Services Team**

- Executive Assistant
- Director, Educational Services
- Head of Early Childhood Services (HI)
- Personal Assistant/Admin Assistant
- Manager Macquarie Services/MRC/HTC
- Matilda Rose Centre Coordinator
- ELP (HI)
- Head of Telehealth
  - Admin/Technology Assistant
  - ELP (VI)
  - School Age (HI)
- School Age (VI)
- SSS (HI)
- SSS (VI)
- Resource Team

- ELP Hunter & Hunter Preschool Director
- Personal Assistant/Admin Assistant
- ELP (HI)
- Coordinator
- Hear The Children Coordinator
- Australian Hearing Hub
- School Age (HI)
- School Age (VI)
- SSS (HI)
- SSS (VI)
- Resource Team

- Rockie Woofit Preschool Director
- Personal Assistant/Admin Assistant
- Resource Team

- Nepean Preschool Director
- Personal Assistant/Admin Assistant

- Head of Garfield Barwick Centre/Principal of RIDBC GBS
- Secretary

- Head of Canberra Services Centre/Principal of RIDBC TPS
- Secretary

- Alice Betteridge School Principal
- Secretary

- Manager Vision Ed
- Personal Assistant/Admin Assistant
- Vision Ed Preschool Director
- ELP (VI)
- Coordinator
- SSS (VI)
- Coordinator

- Hear The Children Coordinator
- Host Family
- Resource Team

- Australian Hearing Hub
- Resource Team

- Garfield Barwick School Coordinator
- Resource Team

- Roberta Reid Preschool Director
- Admin Assistant
- SSS (Auslan)
- Resource Team

- Curriculum Coordinator
- Health Centre

- AFP Publications Office
- Resource Team

- Vision Ed Preschool Director
- Resource Team

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Staff member’s name (print):  
Staff member’s signature:  

Date:  

Supervisor’s name (print):  
Supervisor’s signature:  

Date:  

July 2013