



POSITION DESCRIPTION

POSITION TITLE	Educator
NAME OF SCHEME	Murrindindi Family Day Care
EMPLOYMENT CATEGORY	Self employed (Workcover paid by council) Full time / part time Fee per child per hour set by each educator with MFDC approval A minimum of 12 months required A minimum of 3 days per week required <i>Five afternoons and/or mornings per week required if school aged children only</i>
POSITION NUMBER	16/07/42
DEPARTMENT	Community Wellbeing – Children’s Services
DATE APPROVED	May 2020
APPROVED BY	Sue Porter

ROLE OF FAMILY DAY CARE EDUCATORS

To provide a quality home based child care service through support of families and children by planning, implementing and evaluating appropriate programs.

POSITION OBJECTIVES

To work within federal and state government guidelines, including Children's Services Act 1996 and the Children's Services Regulations 2009, the National and State Frameworks for early childhood education, and scheme policies and procedures to:

- Provide quality home based child care in a safe and healthy environment.
- Ensure that the developmental needs of children in care are being met.
- Be accountable to the parent or guardian for the safety and well being of the children in care.

KEY RESPONSIBILITIES AND DUTIES

CHILD CARE

- To provide an environment that is conducive to the health, safety, development and care of children.
- To provide a range of activities and experiences which are designed to promote the development and learning of each child.
- To use positive behaviour guidance techniques with children in care.
- To ensure supervision of children in care at all times.
- To ensure that children's learning is documented on a regular basis.

ADMINISTRATION

- To maintain accurate attendance records for each child in care.
- To comply with the administration requirements of the scheme.

PROFESSIONAL DEVELOPMENT

- To participate in orientation sessions and professional development opportunities provided by the scheme or other organisations.

Reports to	Murrindindi Shire Council (sponsoring body) through the Family Day Care program staff.
Supervises	Children in care
Internal liaison	Family Day Care staff Murrindindi Shire Council staff

External liaison

Parents of children in care
Other educators in the Family Day Care program.
Services, agencies and organisations as referred.

SELECTION CRITERIA**1. Specialist skills and knowledge**

- Knowledge of child development, hygiene procedures, nutrition, behaviour guidance strategies, first aid, safety and child protection.
- The ability to communicate with people of all ages.
- Basic literacy and numeracy skills.
- The ability to provide a developmentally appropriate program for the children in care.
- The ability to plan an appropriate daily routine for children in care.
- Organisational skills.

2. Attitudes

- Acceptance of and willingness to implement the guidelines established by the federal and state governments in daily practices.
- A positive attitude to Family Day Care as a child care option and a strong commitment to promoting care within the community.
- Acceptance of, and sensitivity to, the individual needs and differences of children and their families.
- Commitment to the need for privacy and confidentiality.
- Recognition of the need to communicate effectively and regularly with FDC staff.
- Acceptance of the role of the FDC staff in supporting and monitoring the care provided in Family Day Care homes.
- Flexibility and willingness to be open to new ideas.
- Recognition of own physical and emotional needs and limitations.
- Acceptance of the need within the community for a range of child care options.

3. Qualifications

- Completion of or be actively working towards completion of Certificate III in Children's Services.
- Current level 2 First Aid and CPR training before commencing as an educator.
- Anaphylaxis Management training completed before commencing as an educator.
- Emergency Asthma Management training completed before commencing as an educator.
- Food Safety Supervisor level 1 training desirable.
- A current Victorian Driver's License if you are transporting children by car.

4. Experience

- Previous experience with children is essential and could be in an informal or formal setting.
- Experience in the keeping of records, customer service, computers, art/craft, communication strategies will be helpful in the role of an educator.

5. Mandatory prior to starting

- A current Working With Children Check
- A current Police Check
- Current public liability insurance
- Current Provider Digital Access number.
- An Australian Business Number (ABN)
- Current Cardiopulmonary Resuscitation certificate (CPR, to be renewed annually)
- Current Level 2 First Aid certificate (to be reviewed every three years)
- Anaphylaxis Management training (to be reviewed every three years or within three months prior to a child with anaphylaxis starting care)
- Current Emergency Asthma Management training (completed before commencing as an educator)
- Mobile phone available for use when children are in care
- Email address which is accessed daily
- Completion of Child Safe Standards training
- Completion of Mandatory reporting training