



Vacant Position
Child Care Educators (Casual)
Hourly Rate \$30.62

Bland Shire Council is currently seeking Child Care Educators to promote children's wellbeing, development and learning and help them develop values, attitudes and ways of living and learning that will make them effective members of our community.

To be successful in this position, you will possess the following skills and experience:

- Certificate III in Early Childhood Education and Care or actively working towards this qualification.
- Current CPR Certificate
- Current Class 'C' Driver License
- Current Provide a first aid response in an education and care setting certificate
- Current Police Check
- Current Working with Children's Check Number and Clearance

For more information regarding the Child Care Educator position, please contact Carlie Carr on (02) 6972 2266 or email jobs@blandshire.nsw.gov.au.

Interested persons are required to obtain an information package from Council. Information Packages are available at <http://www.blandshire.nsw.gov.au/your-council/careers> or contact Human Resources on (02) 6972 2266.

Applications Open

www.blandshire.nsw.gov.au

PO Box 21, West Wyalong NSW 2671
Ph: 02 6972 2266 Fax: 02 6972 2145
Email: council@blandshire.nsw.gov.au

Ray Smith
GENERAL MANAGER

Position Description Child Care Educator

Directorate	Corporate and Community Services
Location	Bland Children Services, Pine Street, West Wyalong
Classification/Grade/Band	Grade 4
Position Code	3402
Date Position Description approved	1 May 2016

Council overview

The Shire's major centre of West Wyalong is centrally located on the junction of the Newell and Mid Western Highways and within a 160 kilometre radius of Wagga Wagga, Griffith, Forbes, Parkes and Cowra and within 300 kilometres of Canberra – providing an authentic rural lifestyle with the conveniences of the city well within reach.

The Bland Shire has a rich history and a vibrant future. Today the Shire is a blossoming rural economy built around sheep, cattle, wheat and other crop varieties while in more recent times the Shire has also experienced significant developments away from agriculture. Evolution Mining operates a gold mine at Lake Cowal while Pace Farm has the biggest egg producing facility in the southern hemisphere.

Council values

- Put the Community First,
- Work together as a committed team,
- Respect and value each other,
- Have open and honest two-way communication,
- Act with integrity and honesty,
- Continuously improve our service,
- Keep ourselves and other safe.

Primary purpose of the position

To promote children's wellbeing, development and learning and help them develop values, attitudes and ways of living and learning that will make them effective members of our community.

Key accountabilities

Within the area of responsibility, this role is required to:

- Provide for the care, education and well-being of each child
- Develop open learning relationships with all children by supporting inclusion, responding to their cultural traditions, strengths abilities and interests.
- Assist with providing a vibrant flexible indoor / outdoor play based learning environment that is responsive to the interests, strengths and abilities of all children.
- Develop a working knowledge of Early Years Learning Framework and My Time Our Place
- Contribute to the planning, documenting and evaluating of children's learning so that children's progress can be identified, documented and communicated to families
- Work in partnership with families through developing and maintaining professional relationships with families.
- Work collaboratively and professionally with internal and external partners and members of the public.
- Have an understanding of and comply with service policies and legislative requirements including the Early Education and Care National Regulations and Law, National Quality Standards, Early Childhood Australia Code of Ethics and service Code of Conduct.
- Take responsibility for the protection and rights of children attending the service by understanding relevant Child Protection Law matters and Mandatory Reporter requirements.
- Maintain a safe, clean and tidy work environment.
- Reflect the "Service's Philosophy" in everyday practice.
- Contribute to ongoing learning through reflective practice and continuous improvement.
- Provide feedback on operations to ensure a secure, caring and developmentally appropriate environment for the children is maintained at all times.
- Willingness to work across all Children Service Unit services and programs.
- Carry out other duties that are within the limits of the employee's skill, competence and training.

WHS:

- Read and comply with all WHS policies and procedures in relation to your WHS roles and responsibilities
- Immediately report all hazards and incidents, following the appropriate processes
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.
- Participate in rehabilitation and return to work programs if required
- Comply with Corporate record keeping requirements.

Key challenges

- Identifying and resolving arising issues and providing responses in a timely manner to maintain positive and cooperative Service relationships.
- Dealing with issues in a manner that maintains respect, confidentiality and discretion.
- Balancing unexpected situations, competing service demands and the provision of a responsive service with the need to adhere to legislative and regulatory requirements

Key internal relationships

Who	Why
Team members	Negotiate task priorities

Who	Why
	Ensure safety and quality standards are met
Coordinator Children Services	Liaise to clarify tasks and priorities Manage and escalate issues as appropriate

Key external relationships

Who	Why
Community	Maintain a friendly, professional and positive council presence Ensure public safety at all times

Reports to

Coordinator - Children Services

Essential requirements

Criteria
Criteria 1: Mandatory Certificate III in Early Childhood Education and Care or actively working towards this qualification. Current CPR Certificate Current Class 'C' Driver Licence Current Provide a first aid response in an education and care setting certificate Current Police Check Current Working with Children's Check Number and Clearance
Criteria 2: Act with Integrity: Be honest, ethical and professional, and prepared to speak up for what is right Community and Customer Focus: Commit to delivering customer and community focused service in line with strategic objectives Plan and Prioritise: Plan and organise work in line with organisational goals and adjust to changing priorities Technology and Information: Use technology and information to maximise efficiency and effectiveness
Criteria 3: Thorough knowledge of WHS and EEO practices and principles.

Key Physical Requirements (Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)	
Standing/walking – Constant	Sitting – Occasional
Squatting/kneeling/stooping – Frequent	Fine finger manipulations (keystrokes and writing) – Occasional
Bilateral gross hand manipulations – Frequent	Lifting/carrying 10kg to 15kg - Occasional

Immunisation Requirements:
This position has been identified by Bland Shire Council's Work Health and Safety Committee as being at high risk of coming into contact with potential sources of infection as part of the normal duties. Therefore, under Council's Staff Vaccination Policy it is required as a condition of employment that position holders are immunised against Hepatitis A, Measles-Mumps-Rubella (MMR), and

Pertussis and Varicella (Chickenpox) to protect them against possible exposure to these viruses. This process must be initiated within 1 month of employment with immunity gained within 6 months of employment to retain the position.

Working with Children Check





If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children’s Guardian, you will be required to maintain a current and valid Working with Children Check, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Supervisor immediately

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Maintains confidentiality of customer and organisational information • Is open, honest and consistent in words and behaviour • Takes steps to clarify ethical issues and seeks advice when unsure what to do • Helps others to understand their obligations to follow the code of conduct, legislation and policies • Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest
Relationships Community and Customer Focus	Intermediate	<ul style="list-style-type: none"> • Identifies and responds quickly to customer needs • Demonstrates a thorough knowledge of services provided • Puts the customer and community at the heart of work activities • Takes responsibility for resolving customer issues and needs
Results Plan and Prioritise	Foundational	<ul style="list-style-type: none"> • Understands team objectives and own contribution • Plans and organises own work tasks • Asks when unsure about the relative priority of allocated tasks • Manages time appropriately and re-prioritises as required • Identifies and informs supervisor of issues that may impact on completion of tasks
Resources Technology and Information	Foundational	<ul style="list-style-type: none"> • Shows confidence in using the technology required in the role • Uses technology appropriately, in line with acceptable use policies • Completes work tasks in line with records, information and knowledge management policies