

WEST ARNHEM

REGIONAL COUNCIL

POSITION DESCRIPTION

Position Title	Child Care Officer		
Location	Warruwi, Minjilang	Department	Community and Council Services
Position Level	Level 2 – Studying to attain Level 3 – with Cert III	Work Group	Child Care
Position Type	Permanent / Part Time	Approval Date	30 July 2024
Coverage	Local Government Industry Award	Approved By	CEO

Position Objective

The Child Care Officer will assist to provide safe quality child care services for the West Arnhem Regional Council community of children and families.

Key Duties and Responsibilities

1. Assist the Child Care Senior Officer, in developing and implementing child care programs that support and promote physical, cognitive, emotional and social development of children.
2. Plan and maintain an environment that protects the health, security and well-being of children.
3. Attend incidental cleaning and housing keeping associated with the individual and group activities.
4. Participate in supervising indoor/outdoor environments to provide safety for children at all times.
5. Assist and support the Child Care Senior Officer in maintaining up-to-date observations, day books and portfolios.
6. Positively interact with all children.
7. Use the approved Early Years Learning Framework to guide your practise.
8. Report health and safety issues.
9. Participate in arranged training and skills development, and team training.
10. Contribute to working effectively as a team.
11. With regard to work health and safety in the workplace:
 - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
 - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Child Care Senior Officer which are within the employee's skills, competence and training.

Essential Criteria

1. Have achieved, or be studying for, a National Quality Framework recognised Certificate III in Early Childhood Education and Care, or similar.
2. Interest in providing care for the emotional, physical and educational needs of children.
3. Ability to cooperate and liaise with families, staff and the public in a professional and flexible manner.
4. Sound written and oral communication skills.
5. A demonstrated ability to communicate sensitively and effectively in cross cultural situations.
6. Qualifications / licences:
 - a. Working with Children Check (Ochre Card)
An Australian Children's Education and Carer Quality Authority (ACECQA) approved First Aid Certificate



Desirable Criteria

1. Experience in children’s services, education and early intervention responses.
2. Indigenous language speaker (relevant to the community)

Organisational Relationships & Further Information

Reports to	Child Care Senior Officer	Supervises	None
Internal liaising	Other managers All staff	External liaising	Community members and stake holders Consultants and Businesses
Span of hours	Days on which ordinary hours can be worked – Monday to Sunday Span of ordinary hours – 6 am to 7 pm		
Employment Check / Permit	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust.		
Travel	Travel to remote communities by light aircraft or 4wd will be required, and stays may be required.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.