

# P-3.1.9 JOB DESCRIPTION – TRAINEESHIP CHILD CARE WORKER

*IACC Policy & Procedures Manual  
Section 3 - Policies*

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<b>Responsible to:</b>	The Board of Management of Illawarra Area Child Care Ltd.
<b>Reports to:</b>	Centre Director.
<b>Salary &amp; Conditions:</b>	In accordance with Miscellaneous Workers Kindergarten and Child Care Centres NSW (State) Training Award.

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## **GENERAL RESPONSIBILITIES**

- To work as a member of a co-operative team in order to provide an appropriate educational program for children.
- To work according to the Code of Ethics of the Early Childhood Australia, as adopted by Illawarra Area Child Care
- To be aware of and comply with all Government Legislation and Regulations pertaining to children's services.
- To be aware of and comply with Occupational Health and Safety Regulations.
- To comply with legislation relating to Child Care and Protection
- To assist in the successful implementation of the Quality Improvement and Accreditation System if required.
- To comply with and ensure that the policies and procedures of Illawarra Area Child Care are implemented.
- To promote and facilitate positive communication between the parents, director, staff and Illawarra Area Child Care Management by using mechanisms such as newsletter notice boards, surveys and daily informal contact.
- To assist in organising a pleasant, welcoming and safe environment of children, families and staff.
- To ensure the centre director is informed of any problem arising, which would affect the children or the smooth running of the centre.
- To participate in ongoing professional development and training programs
- To keep up to date with current developments in Early Childhood education.
- To maintain appropriate levels of confidentiality
- To develop and evaluate own professional goals with the centre director.

# **P-3.1.9 JOB DESCRIPTION – TRAINEESHIP CHILD CARE WORKER**

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Section 3 - Policies*

---

- To be able to undertake the physical requirements involved with the early childhood setting including lifting loads, bending, squatting, pushing, pulling, trunk twisting, kneeling and standing and sitting for durations.
- To perform any other duties as required by the centre director or IACC management.
- To complete as required all activities and assessments associated with the Traineeship.

## **SPECIFIC RESPONSIBILITIES**

### **1. CHILDREN**

- 1.1 In consultation with Families, Director, IACC and Centre staff, assist in the development, implementation and evaluation of a curriculum /program which is appropriate to the individual developmental needs and interests of the children, reflecting the needs of the community and be culturally appropriate.
- 1.2 To assist in maintaining the necessary records of children and the curriculum as required by the Department of Community Services and IACC.
- 1.3 To assist in providing a safe, supportive, stimulating and educational environment where families, staff and children feel welcome.
- 1.4 To discuss with the Director the specific needs of the families and children if required.
- 1.5 To ensure that the children are safe and adequately supervised at all times.
- 1.6 To be responsive to children's additional needs/requirements i.e. cultural, physical, emotional, medical or dietary.
- 1.7 To form relationships with children that are comforting and nurturing.

### **2. STAFF**

- 2.1 To work as a member of a cooperative team by respecting and supporting colleagues and developing positive channels of communication.
- 2.3 To attend regular staff meetings in order to assist in the facilitation of effective communication, staff development and discussions on the management of and programming for the centre.
- 2.4 To attend and contribute to meetings, in-service programs and network meetings and disseminate the information to staff.

### **3. FAMILIES and the COMMUNITY**

- 3.1 To assist in developing and maintaining positive relationships with families.

# **P-3.1.9 JOB DESCRIPTION – TRAINEESHIP CHILD CARE WORKER**

*IACC Policy & Procedures Manual  
Section 3 - Policies*

---

- 3.2 To assist in supporting families and communicating with them about their child and the daily activities.
- 3.3 To assist and encourage parents to be involved in all centre and service activities.
- 3.4 To assist in liaising with the community and become knowledgeable of resources within the area.

## **ADMINISTRATION**

- 4.1 To assist in the implementation the centres annual goals and objectives.
- 4.2 To assist in maintaining all DoCS licensing requirements for the centre.
- 4.3 To gain knowledge of the Child Care Benefit System and other child related funding.
- 4.4 To be aware of Government Regulations and guidelines pertaining to children's services.
- 4.5 To assist in carrying out administrative functions within the centre as required.
- 4.6 To have computer literacy and ensure the effective use of information technology in the service.

## **5. OCCUPATIONAL HEALTH and SAFETY and CENTRE MAINTENANCE**

- 5.1 To assist the director in all duties relating to the maintenance of the centre.
- 5.2 To follow housekeeping practices which ensure that the indoor and outdoor environments are maintained at an optimum level.
- 5.3 To notify the director and IACC office immediately about any injury to themselves that may result in a workers compensation claim.
- 5.4 To identify workplace hazards and assist in the implementation of corrective actions.

I understand and accept the duties and responsibilities of this job description

Employee Name  
Employee Signature  
Date

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Supervisor Name  
Supervisor Signature  
Date