

Position Description

Title	Early Childhood Educator
Business Unit	Early Learning
Location	Eastern Region including Port Melbourne, Malvern East, Glen Iris, Mount Waverley and Ringwood
Employment type	As per the Employment Agreement
Reports to	Service Coordinator/Teacher

1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

2. Position purpose

This position involves active participation in the planning, organisation and implementation of programs, in accordance with The Early Years Learning Framework in conjunction with and under the guidance of the qualified staff member.

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In addition to daily care tasks, staff will be required to assist with written developmental records, write up incidents and accidents as per regulations, have input into Centre policies and practices and participate in the general life of the Centre.

3. Scope

Budget: Nil

People: Nil

4. Relationships

Internal:

- Employees
- Service Coordinator/Teacher
- Parent Advisory Committee

External

- Consumers
- Children
- Department of Education
- Other Community Service Providers as required

5. Key responsibility areas

Service delivery

- Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups.
- Record observations of individual children or groups for program planning purposes for qualified staff.
- Under direction, work with individual children with particular needs.
- Assist in the direction of untrained staff.
- Undertake and implement the requirements of quality assurance.
- Work in accordance with food safety regulations.

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- Develop awareness of and assist in maintenance of the health and safety of the children in care.
- Give each child individual attention and comfort as required
- Assist in the implementation of daily care routines

Quality and risk

- Work within the National Quality Standards 2011, Education and Care Services National Regulations 2011, Education and Care Services National Law Act 2010
- Work in accordance to food safety regulations
- Ensure all administrative and reporting requirements of the program are completed and submitted to the relevant organisations within the appropriate timeframe
- Use principles of best practice to provide an innovative and responsive program.
- Maintain current and accurate case notes, records and statistical information.
- Ensure that the service meets or exceeds quality assurance requirements and participate in agency quality accreditation processes.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.

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- Promptly respond to and report health and safety hazards, incidents and near misses to line management
 - Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.
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6. Person specification

Qualifications

- Post-secondary qualifications in Early Childhood Services (Certificate III in Children's Services or equivalent))

Experience

- Demonstrated experience in assisting in supporting and nurturing the wellbeing of children, within an educational setting, so that they may learn, grown and develop in all aspects of their being.
- Experience working under the supervision of a room leader within a team environment.
- Experience assisting in the preparation, implementation and evaluation of a program for young children.
- An understanding of the National Quality Standards 2011, Education and Care Services National Regulations 2011, Education and Care Services National Law Act 2010

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
 - Demonstrated ability to participate in a multi-skilling learning environment and a self-managing team.
 - Demonstrated ability to develop creative solutions to issues that arise within the community or workplace using community development principles.
 - Demonstrated ability to relate positively to a large range of people from diverse backgrounds.
 - Current First aid Level 2
 - Certificate in Anaphylaxis and Asthma management
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7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or

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Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:		
Signature:		
Date:		