

POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE: Family Wellbeing Educator

REPORTING TO: Children Services Coordinator

COMMUNITY: Laramba

LEVEL: 1

OBJECTIVES OF THE POSITION:

Operating under the direction of Children Services Coordinator – Laramba and in accordance with Council corporate plans and policies and relevant legislation this position is responsible for coordinating and implementation of the day to day activities and operations of the Early Childhood Program.

DUTIES AND RESPONSIBILITIES:

- Supervise children at all times
- Assist with nutritious snacks and lunches for the children using safe food handling practices
- Set up, run and clean-up activities for children
- Positively interact and engage children with activities
- Work positively within team and help each other.
- Attend training and staff meetings
- Assist with Early childhood program for individual children and their families
- Communicate and liaise with families and other staff to ensure high quality early childhood is being provided
- Work with relevant stakeholders to help the children grow strong and healthy
- Maintain awareness of WH&S standards in the workplace and encourage safe working practices including daily checklists
- Assist with day to day cleaning and maintenance of CDRC resources
- Attend staff meetings and training as required

SELECTION CRITERIA

Essential:

- An awareness of issues affecting Aboriginal people in remote locations and ability to provide effective leadership in a cross-cultural environment
- The ability to work with all families within the community
- Understanding of Child supervision and the ability to prepare and cook nutritious meals
- Demonstrated interpersonal, written and oral communication skills to communicate effectively with families involved with Early Childhood.
- Ensure Work Health and Safety Regulations are adhered to.

- Willingness to work in remote communities.
- Possession of a current Ochre card and a current police check.
- Ability to study Cert 3 in Early Childhood Education and Care, First Aid, Food Handlers and WH&S training
- Carry out other duties as requested by Coordinator.

Desirable:

- Holds Certificate 3 in Early Childhood Education and Care.
- Hold current First Aid, Food Handlers or WH&S training
- Previous work within remote communities and a proven ability to create positive working relationships within a cross cultural environment.

Position Attributes

Authority and accountability: Completion of generic and basic tasks involving the utilisation of basic skills under established practices and procedures. Individual or team work is closely monitored under direct supervision.

Judgment and problem solving: Judgment is minimal and work activities include routine and clearly defined work which is co-ordinated by other employees. The tasks to be performed may involve the use of a basic range of tools, techniques and methods within a limited range of work.

Specialist knowledge and skills: Job specific knowledge and skill are obtained through on-the-job training and workplace-based induction training.

Management skills: Not required at this level.

Interpersonal skills: Limited to basic communications with other staff and possibly with the public.

Qualifications and experience: An employee in this level will have commenced on-the-job training, which may include an induction course.

Note to Candidates

The **Early Childhood Educator**- will be expected to:

- Have, or work towards a Cert III in Children's Services
- Be contacted out of ordinary office hours in case of emergency.
- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Occasionally drive a 4WD vehicle.
- Have a reasonable level of fitness.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Meet all the requirements of the Council Code of Conduct in the performance of their duties.



two ways :: one outcome

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply. This position is identified. An identified position is one in which part or all of the duties involve interaction with Aboriginal and/or Torres Strait Islander people, including service delivery.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.

