



## **POSITION DESCRIPTION AND SELECTION CRITERIA**

**POSITION TITLE: QUALIFIED EARLY CHILDHOOD EDUCATOR**

**REPORTING TO: EARLY CHILDHOOD COORDINATOR -YUENDUMU**

**LEVEL: 3**

### **OBJECTIVES OF THE POSITION:**

Operating under the direction of the Children's Services Operations Coordinator and in accordance with the council corporate plans and policies and relevant legislation this position is responsible for ensuring operations, staff supervision and the implementation and documentation of the educational Early Childhood program.

### **DUTIES AND RESPONSIBILITIES:**

- Create, document and implement a culturally appropriate and quality educational programming that caters to individual and group needs.
- Ensuring early childhood policies and procedures are supported within the service and educators are aware of their roles and responsibilities.
- Supervise, mentor and work side by side educators with programming and quality practice.
- Role model respectful communication; building strong relationships with children and families on a daily basis.
- Proactively advertise the service and encourage community and family engagement within the program.
- Develop positive working relationships with internal and external stakeholders.
- Ensure all child records are kept up to date and confidential.
- Assist Early Childhood Coordinator in staff induction where necessary.
- Assume responsibility for the care and maintenance of Community owned equipment.
- Ensure Work health and safety and CDRC Food Safety Plan is adhered to and all appropriate documentation is submitted in a timely manner.
- To assist and support bush trips, Community Services events in conjunction with other community services teams and stakeholders.
- Liaise with DoE 'Child and Family Leader' position and CDRC 'Early Childhood Coordinator' regarding programming ensuring and promoting a harmonious working environment. Including the encouragement of abecedarian approaches within the learning environment through the support of the 'Child and Family Leader' position.

- Effectively contribute as a member of a team in the management of the community and promote a safe and harmonious work environment.
- Carry out any other duties as directed by the Children's Services Manager and Director of Community Services.

## **SELECTION CRITERIA**

### **Essential:**

- An awareness of issues affecting Aboriginal people in remote locations and ability to provide effective leadership in a cross-cultural environment.
- Minimum Diploma of Early Childhood qualifications and experience in program planning and the delivery of Early Childhood program ensuring high quality care.
- Experience in mentoring, supporting and motivating staff members in a related field and/or working within multicultural or Indigenous environments.
- Experience in building strong, supportive relationships with internal and external stakeholders.
- Sound decision making skills including an analytical approach to problem solving.
- Demonstrated interpersonal, written and oral communication skills to communicate effectively with stakeholders involved with Children Services.
- Demonstrated understanding of Work, Health and Safety Regulations and food safety requirements related to Early Childhood programs.

### **Desirable:**

- A comprehensive understanding of issues relating to working within remote communities and a good understanding of community development principles.
- Experience in working in a remote Indigenous community or town is highly preferable.
- Certificate IV in Training and Assessment or the ability to attain this certificate to support staff training.

### **Position Attributes:**

#### **Level 3**

Level 3 covers operational employees undertaking duties and responsibilities in excess of Level 2 and entry level administrative employees.

**Authority and accountability:** Responsible for completion of regularly occurring tasks with general guidance on a daily basis. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels.

**Judgment and problem solving:** Personal judgment is required to follow predetermined procedures where a choice between more than two options is present. Work performed falls within general guidelines but with scope to exercise discretion in the application of established practices and procedures.

**Specialist knowledge and skills:** Application of developed skills acquired through on-the-job training or accredited external training over a number of months. Positions may require demonstrated competence in administrative areas.

**Management skills:** Not required at this level.

**Interpersonal skills:** Employees at this level require communication skills to enable them to effectively communicate with clients, other employees and members of the public and in the resolution of minor matters.

**Qualifications and experience:** Qualifications or relevant experience in accordance with the requirements of work in this level, which may be acquired through a Certificate II or a non-trades Certificate III, however described.

### **Note to Candidates**

The Qualified Early Childhood Educator will be expected to:

- Hold a Current Driver's Licence, willingness to live and work in remote communities and drive a 4WD vehicle
- Hold a current Working with Children Card, Current First Aid, Food handlers, Food safety supervisor, Asthma and Anaphylaxis certificates or have the ability to obtain this qualification
- 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.
- Have a reasonable level of fitness.
- Meet all the requirements of the Regional Council Code of Conduct in the performance of their duties.

Application closing date: ***Monday 07 August 2017.***

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply.

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Regional Council as a potential employer.

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