

Park Orchards Community House & Learning Centre Incorporated is looking for a diploma qualified Early Childhood Educator

Classification: NHACE Agreement 2016

Hours: Casual

Park Orchards Community House & Learning Centre (POCH&LCI) is a not-for-profit neighbourhood house that provides the local community with opportunities for lifelong learning and connection. Our Mission is to provide quality community engagement through social, recreational and learning activities. We do this by placing a community development lens over all activities courses and classes we offer. We offer occasional care for children between the ages 0-6 and are looking for a casual diploma qualified educator to work with us Monday to Friday from 8:45 to 4.30pm.

At POCH&LCI we create high quality environments that inspire children to play and learn. We provide a safe, nurturing, supportive and inclusive place for children. We recognise and value play in regard to learning and development and believe that outdoor nature play is fundamental for children's wellbeing.

About the role

We are seeking a diploma qualified educator for our multi aged occasional care centre.

To be considered for this position, applicants will need to be available to work 5 days per week in casual position.

Qualifications and experience

OUR IDEAL CANDIDATE WILL HAVE:

A Diploma in Early Childhood Education and Care (or earlier equivalent)

- Working with Children Check (employee classification)
- National Police Check (not older than 3 months)
- Current Health Clearance
- Current First Aid Certificate (HLTAID012 Provide an emergency first aid response in an education and care setting)
- Excellent written and verbal communication skills

Position description

Position Title:	Early Childhood Education and Care Assistant (Diploma Qualified)	
Section:	Early Childhood Education and Care	
Award Classification:	Neighbourhood houses and Adult Community Education Agreement – Schedule 3	Centre Collective
Hours:	Casual	
Date Approved:	2023	

Position Objectives: To support the delivery of a high-quality Childcare Service that will adequately meet the intellectual, physical, social and emotional needs of the children attending the centre and where parents/ carers are encouraged to be involved and contribute.

Key Behavioural Requirements

The employee will undertake the role in a manner that demonstrates commitment to

- the positive teamwork of POCH&LCI,
- to the principles of working together and
- POCH&LCI's Vision, Mission and Core Values.

Our Mission

To provide opportunities for equitable Community Engagement through Social, Recreational and Learning Activities.

Our Vision

Strengthened Community Participation, Capability Enhancement and Wellbeing

POCH&LCI Values:

Integrity	Honest, ethical and committed
Diversity	Recognising the value of the unique contribution of each and every individual
Belonging	Promoting a sense of community spirit and acceptance
Sustainability	Striving for excellence, environmental Awareness and Resilience
Respect	Having respect for ourselves, our participants, and the service we offer

Key Result Areas:

Key Result Area	Outputs
1. Program planning and Development	<p>Planning</p> <ul style="list-style-type: none"> • Ensure children’s needs and interests are met as reflected in program planning and delivery • Ensure appropriate weekly activities, based on children’s interests, are planned, and organised in advance • Assist in maintaining, to appropriate standards and safety obligations, the physical environment of the service- including indoor, equipment and outdoor aspects <p>Delivery</p> <ul style="list-style-type: none"> • Ensure children and parents are familiar with services and made to feel welcome • Liaise with administration staff to ensure families receive all relevant information • Encourage families to input ideas and participate in making decisions and experiences within the service • Ensure active, age appropriate and efficient supervision of children at all times • Ensure privacy and confidentiality procedures are followed • Encourage parental involvement in all aspects of the program
2. Staff Team	<ul style="list-style-type: none"> • Work as a professional, productive team member with all staff • Provide feedback and reports to the Early Childhood Coordinator as required • Work in a flexible and cooperative manner • Assist the Early Childhood Coordinator with the supervision and mentoring of any students on placement with a clear focus upon the safety of all children whilst students are in the service

3. Regulations	<ul style="list-style-type: none"> • Demonstrate sound knowledge of all current relevant legislation, Children’s Service Act 1996, Children Services regulations 2020, Australian and Victorian standards and frameworks
4. Promotion and networking	<ul style="list-style-type: none"> • Work with Early Childhood Coordinator to assist in the promotion of Childcare Services
5. Training and professional development	<ul style="list-style-type: none"> • Participate/complete training and professional development required for the role, as part of organisational development and as required • Ensure CPR and First Aid qualifications are maintained

Workplace Health and Safety (WHS) Requirements

The major responsibility for implementing an effective health and safety management system and maintaining the health and safety of the work environment lies with management and supervisory positions.

Nevertheless, employees have WH&S responsibilities and their involvement in the management of health and safety is vital. All staff is responsible for the following safe work procedures and instructions:

- Cooperate with POCH&LCI in relation to activities taken by the POCH&LCI to comply with WHS standards.
- Comply with the WHS guidelines.
- Adopt work practices that support WHS initiatives.
- Take reasonable care for their health and safety and the health and safety of other people who may be affected by their conduct in the workplace.
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the WHS Officer.
- Participate in meetings, training and other occupational health and safety activities.
- Not wilfully place at risk the health or safety of any person in the workplace.
- Assist identification of WHS issues in the workplace and ensure reported to WHS officer or management.

Organisational Relationships:

Reports To: Child Care Coordinator

Supervises: Students, children

Internal Liaisons: All staff

Accountability

- Ensure that relevant information or matters of concern are communicated with the Child Care Coordinator
- Work with Child Care Coordinator to assist in the promotion of the Children’s Service
- To behave in a professional, supportive manner and co-operate with fellow staff
- Ability to lead, recognise and utilise the skills whether individual/combined in the staff team
- Demonstrated strong communication skills including the ability to provide feedback in an open and fair manner

- Treat families and children equally and respect the diversity of backgrounds and attend to family queries or concerns, including appropriate standards for confidentiality and privacy
- Genuine commitment to practices which support the best interests of children
- Assist with programs and ensure they offer a balance of flexibility, variety, safety, and fun
- Read and understand documents such as policies and procedures
- Requires sound judgement, initiative, and confidentiality in dealing with information of a sensitive nature.

Selection Criteria:

Mandatory:

1. Diploma in Early Childhood Education and Care or equivalent
2. Current Recognised First Aid Certificate
3. Current WWCC
4. Current Anaphylaxis and Asthma training
5. A thorough working knowledge of the Children's Services Act 1996 and Children's Services Regulations 2020, relating to Limited Hours Type 2 Service
6. Thorough knowledge of the current educational frameworks
7. Proven ability to relate well with children
8. Excellent written and verbal communication skills
9. Experience, knowledge and demonstrated ability with children, staff, and families.