



FAMILY DAY CARE EDUCATOR

ROLE DESCRIPTION

- ROLE TITLE:**
- Family Day Care Educator
- NAME OF SCHEME:**
- Melton City Council Family Day Care
- AVAILABILITY:**
- Minimum of 7 hours per day
4 days per week, Monday to Friday
- EMPLOYMENT CATEGORY:**
- Self-employed
Registered with Melton City Council
- ORGANISATIONAL RELATIONSHIPS:**
- Reports to**
- Sponsoring Body, i.e. Melton City Council, through the Family Day Care Coordination Unit Staff
- Supervises**
- Children in care enrolled and registered with Melton City Council Family Day Care
- Internal Contacts**
- Family Day Care Coordination Unit Staff
 - Sponsoring Body: Melton City Council
 - Other Educators in the Melton City Council Family Day Care Service
- External Contacts**
- Parents
 - Service Agencies and Organisations as required

1 CHILD CARE

- 1.1 Demonstrated experience caring for children
- 1.2 Ability to ensure close supervision of children in care at all times
- 1.3 Provide an environment that complies with the Education and Care Services National Law and Regulations, the National and State Early Years Frameworks, the Melton City Council Children's Services Policies and Procedures, National Quality Standards and Child Safe Standards
- 1.4 Plan and provide a range of activities and experiences that are designed to promote the individual interests of each child
- 1.5 Use positive behaviour guidance strategies with children in care
- 1.6 Communicate positively and effectively with parents, children and staff
- 1.7 Maintain confidentiality at all times
- 1.8 Provide meals and snacks that are nutritional and culturally appropriate
- 1.9 Demonstrated knowledge of child development, first aid and safety
- 1.10 Transportation of children to and from school and kinder

2 ADMINISTRATION

- 2.1 Maintenance of accurate attendance records for each child in care
- 2.2 Issuing receipts in compliance with the Department of Education and Training, Department of Human Services, Department of Social Services, and the Melton City Council requirements
- 2.3 Compliance with administration requirements of Department of Education and Training, Department of Human Services, Department of Social Services, and the Melton City Council requirements
- 2.4 To maintain a list of up-to-date emergency telephone numbers such as parent, doctor, Service, police, ambulance, child emergency contact, fire brigade, etc.
- 2.5 Ability to maintain appropriate documentation in relation to child care and business operations
- 2.6 To maintain a daily record of accidents, injury, trauma, illness, administration of medications, etc. in accordance with Service requirements
- 2.7 To comply with the Education and Care Services National Law and Regulations, the Family Day Care Educator Agreement and the Melton City Council Children's Services Policies and Procedures
- 2.8 To provide and document an educational program for all children, as individuals and as part of a group
- 2.9 Basic computer and internet skills

3 PROFESSIONALISM

- 3.1 Participate in continuing education programs
- 3.2 Commitment to confidentiality
- 3.3 Undertake a professional development plan
- 3.4 Attend and participate in Educator Meetings
- 3.5 Acceptance of, and sensitivity to, the individual needs and differences of families and children
- 3.6 Flexibility and openness to changes within the Family Day Care and Early Childhood sector
- 3.7 Work as part of a team and the recognition of the value of effective and regular communication with the Coordination Unit Staff
- 3.8 Develop collaborative partnerships with families and the community
- 3.9 Commitment to Quality Improvement
- 3.10 Commitment to continuing education

4 INTERPERSONAL SKILLS

- 4.1 Communicate effectively with all people and gain co-operation
- 4.2 Solve problems and manage and resolve complex conflict situations
- 4.3 Manage sensitive matters professionally
- 4.4 Use of initiative and confidence in decision-making
- 4.5 Competency in written and verbal English skills to fulfil all the requirements of the work
- 4.6 Ability to inform parents about their child's day, the program, Service's policies and procedures and encourage their involvement according to their interests and skills

5. ESSENTIAL REQUIREMENTS

- 5.1 Current First Aid level 2, Anaphylaxis Management and Asthma Management Training prior to commencing with children
- 5.2 Satisfactory Working with Children Check Card and National Police Check for all residence in your home 18 years and over, any regular visitors or houseguests including those from overseas prior to commencing with children
- 5.3 A minimum completed qualification of Certificate III in Children's Services
- 5.4 Mandatory Reporting/Child Protection Training
- 5.5 Food Handling Training
- 5.6 Customer Reference Number and PRODA Registration Authority Number

6. KEY SELECTION CRITERIA

- 6.1 A minimum completed Certificate III in Children's Services or equivalent approved ACECQA qualification
- 6.2 Demonstrated experience caring for children
- 6.3 Demonstrated ability to maintain a safe, organised and hygienic environment
- 6.4 Demonstrated understanding of children's development
- 6.5 Ability to plan and provide an educational program based on developmental needs, interests and experiences of each child
- 6.6 Knowledge of the Education and Care Services National Law and Regulations and National Quality Standards
- 6.7 Ability to understand and implement Policies and Legislation
- 6.8 Demonstrated ability to be part of a team and take direction from supervisors
- 6.10 Proven written and verbal communication skills
- 6.11 Ability to deliver and collect children to and from local schools and/or kindergartens