

Position Description



YWCA CANBERRA

Position Information	
Position	FDC Educator
Date approved	July 2021
Program	Family Day Care
Supervisor	Quality Support Officer
Location	Canberra
Hours of work	Flexible, as required
Salary	In accordance with YWCA Canberra Enterprise Agreement 2018 - 2021

General Conditions of Employment
<ul style="list-style-type: none">• YWCA Canberra Enterprise Agreement 2018 - 2021• Appointment is subject to obtaining a satisfactory Working With Vulnerable People Card and Police check at own cost• Appointment is subject to satisfactory working rights in Australia• All YWCA Canberra policies and procedures will apply• Subject to a 6 month probation period

Position Statement

As an educator with YWCA Canberra Family Day Care you will be required to offer early education and care for children in your own home in accordance with YWCA Canberra Family Day Care policies and procedures, and the National Quality Framework.

Responsibilities	
In relation to the Organisation:	<ul style="list-style-type: none">• Provide a home environment that is conducive to the health, safety, development, education and quality care for children.• Provide a range of activities and experiences that will promote the physical, social, emotional and cognitive development of each child.• Ensure, in consultation with the children's parents and the FDC Quality Support Unit staff, that the individual needs of each child, including children of all cultures and religions, and children with disabilities and other special needs, are met.• Use positive behaviour management techniques with the children in care.• Ensure close and constant supervision of children at all times.• Ensure food and drink provided to each child is nutritious, sufficient, served at regular intervals, and has regard to the child's

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	<p>health, allergies, cultural and religious requirements and preferences.</p> <ul style="list-style-type: none"> • Provide information to parents about the child's day. • Ensure YWCA policies and Family Day Care procedures are implemented and adhered to whilst undertaking education and care of children. • Maintain accurate records as required.
<p>The Children and their Families</p>	<ul style="list-style-type: none"> • Treat each child with dignity and respect • Monitor the safety and age appropriateness of toys and equipment • Manage challenging behaviour using effective strategies as per the organisation's Policies and Procedures. • Ensure children are appropriately and comfortably dressed for all activities • Communicate effectively with parents, educators and external organisations as required.

<p style="text-align: center;">Selection Criteria</p>	
<p>Qualifications</p>	<ul style="list-style-type: none"> • Certificate III or actively working towards an approved Certificate III level education and care qualification. • Current First Aid Certificate (HLTAID004) including Asthma / Anaphylaxis training
<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> • Knowledge of developmentally appropriate learning experiences for children aged 0 – 12 years • Knowledge of ways of managing children's behaviour. • Knowledge of health and safety issues required when working with children in a home environment. • Ability to maintain accurate records of children in care, accident reports, financial and administrative records, including attendance records. • Senior First Aid Certificate including emergency asthma and anaphylaxis. • Ability to perform all duties of the position. • Must be over 21 years of age. • Knowledge of the National Quality Framework
<p>Capabilities and Behaviours</p>	<ul style="list-style-type: none"> • The ability to carry out the duties of the position • Willingness to learn and undertake professional development • Previous experience working with children (including Family Day Care) • Formal training in the early education and care sector or related field

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	<ul style="list-style-type: none"> • Knowledge of community networks and facilities, especially those offering activities for children
<p>Other Requirements</p>	<ul style="list-style-type: none"> • Australian Citizenship or suitable rights to work in Australia • Willing to accept visits by the YWCA Family Day Care Quality Support Unit staff and from the Regulatory Authority. • Have access to a telephone, sufficient indoor play and sleep areas and an enclosed backyard • A willingness from other members living in the household for their home to be used for Family Day Care purposes • Provide a smoke free environment for the children whilst they are in care • All household members over the age of 18 years must have a current Working with Vulnerable People Registration • Desirable to hold a current full driver's license and access to vehicle with comprehensive insurance during working hours

Authorisation			
<p>Acknowledgement by Incumbent</p>	<p>Signature:</p> <p>Name:</p>	<p>Date</p>	<p>Click here to enter a date.</p>
<p>Executive Director</p>	<p>Signature:</p> <p>Name:</p>	<p>Date</p>	<p>Click here to enter a date.</p>

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