

SAMPLE JOB DESCRIPTION FOR CHILD CARE CENTRES

When using this sample job description you may need to adjust the contents in relation to your employment agreements

Children's Services Assistant Level 1 (CSA Level 1)

1. Title of position

Children's Services Assistant Level 1 (**CSA Level 1**)

2. Award /Agreement

Refer here to relevant NAPSA, PCSA, AWA, collective agreement or Child Care (South Australia) Award

3. Special conditions

- Works under supervision with guidance and direction.
- Receives structured and regular on the job training
- Developing knowledge and skills required at CSA Level 1.1
- May be required to attend out of hours meetings, training and service functions
- Satisfactory Offender History Report

4. Experience, qualifications, training

- No formal qualifications required
- In-service training will be available
- May be required to participate in Senior First Aid and other training
- Current Mandated Notification training and certificate
- Appropriate skills, knowledge and training in food safety and hygiene as required under the Food Safety Legislation 2001

5. Position objectives

- Work within the centre's philosophy of care, and maintain confidentiality
- Gain insight into children's development and their care
- Support staff in the provision of quality child care, that meets the needs of individual children at an appropriate developmental level
- Learn to prepare for and implement experiences for children

6. Requirements of the job

Skills

- Effective communication skills
- Ability to accept supervision and seek direction
- Ability to nurture positive relationships with children
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to refer parents to Children's Services Professional Level staff in a sensitive and professional manner
- Assist in the implementation of the centre's programs and routines under supervision and as directed.

- **Knowledge**
- Knowledge of work practices
- Emerging knowledge of the organisations policies, procedures and philosophy
- Knowledge of current child care practices
- Emerging knowledge of QIAS principles
- Emerging knowledge of Licensing Regulations under the Act.

7. Responsibilities and duties

Provision of child care

- Take responsibility to read, understand and question, if unsure, the centre's philosophy, policies and procedures
- Work within the centre's philosophy, policies and procedures
- Follow direction from Professional Level staff, the Director or any other person authorised by the Director
- Under close direction, assist with the implementation of programmes and daily care routines at an elementary level
- Assist in the maintenance of the health and safety of children in care
- Report any emergency to the most senior staff member in close proximity, and assist as directed
- Report any hazard to Professional Level staff or the Director

Occupational health, safety and welfare

- Take responsibility to read and understand relevant information
- Take reasonable care to protect her/his own safety in the workplace and avoid adversely affecting the health, safety and welfare of any other person through any action or omission, or through neglect or misconduct at work

8. Organisational relationships

- Responsible to Professional Level staff member who is responsible for the group/room
- Responsible to the Director and through her/him to the operator/management
- Number of staff reporting to this position: none
- Number of volunteers reporting to this position: none

9. Extent of authority

- Works under direction of the Professional Level staff member responsible for the group/room
- Work outcomes are clearly monitored and assessed by the Professional Level staff member responsible for the group of children

DECLARATION

I have read the Children’s Services Assistant Level 1 (CSA Level 1) Job Description and I agree to carry out the responsibilities and duties of this position diligently and to the best of my ability.

Name.....

Signature: Date

Witness: Position

Date: Signature