

## **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

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### **Children's Services Assistant Level 2 (CSA Level 2)** (Includes CSA Level 2.5 information)

#### **1. Title of position**

Children's Services Assistant Level 2 (CSA Level 2)

#### **2. Award /Agreement**

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

#### **3. Special conditions**

- Attendance at out of hours staff meetings, training and service functions
- Satisfactory Offender History Report

#### **4. Experience, qualifications, training**

##### **Part A**

- Hold AQF Certificate III or equivalent or possesses skills, knowledge, and experience to perform duties at this level.
- Hold, or be willing to obtain Senior First Aid Certificate if required
- Current Mandated Notification training and certificate
- Appropriate skills, knowledge and training in food safety and hygiene as required under the Food Safety Legislation 2001

##### **Part B**

- An employee at Level 2.5 holds a Diploma in Children's Services or equivalent and demonstrates skills and knowledge beyond the requirements of AQF Certificate III but below the requirements for a Child Care Professional Level 1.1

#### **5. Position objectives**

- Work within the centre's philosophy of care, and maintain confidentiality
- Develop continual learning practices to increase own professional knowledge
- Gain further insight into children's development and their care
- Provide quality child care that meets the needs of individual children at the appropriate developmental level
- Assist in the implementation of the centre's programmes and routines, under supervision and as directed

## 6. Requirements of the job

### Skills

- Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups
- Contribute written observations of individual children or groups for Professional level staff for program planning purposes
- Under direction, work with children with particular needs
- Effective communication skills
- Ability to accept supervision and seek direction
- Ability to form relationships and to interact appropriately with children and families
- Ability to refer parents to qualified staff in a supportive, professional manner

### Knowledge

- Knowledge of work practices
- Knowledge of centre policies and philosophy
- Knowledge of the principles of the Quality Improvement and Accreditation System
- Knowledge of current child care practices
- Knowledge of licensing requirements under the Act

## 7. Responsibilities and duties

### Provision of child care

- Take responsibility to read and understand the centre's philosophy, policies and procedures
- Work within the centre's philosophy, policies and procedures
- Responsible for the quality of her/his own work, under routine supervision or guidance
- Follow direction from Professional Level staff, the Director or any other person authorised by the Director
- Assist in the implementation of daily routines and programs
- Incorporate equity principles into all practices
- Contribute verbal and recorded observations to the preparation of program planning
- Provide a safe and healthy environment for children
- Assist Professional Level staff with the provision of information to students and volunteers as directed
- Report any emergency to the most senior staff member in close proximity and assist as directed
- Report any hazard to a Professional Level staff or the Director and assist as directed

### Occupational health, safety and welfare

- Take responsibility for reading and understanding 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 the 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 who is responsible for the group/room; either individually or in a team environment
- Work outcomes are monitored by Professional Level staff and evaluated at regular intervals
- There is freedom to act within established guidelines

**DECLARATION**

I have read the Children's Services Assistant Level 2 (CSA level 2) Job Description and agree to carry out the responsibilities and duties diligently and to the best of my ability.

Name.....

Signature: ..... Date .....

Witness: ..... Position .....

Date: ..... Signature .....



