

## **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 Professional Level 2**

- 1. Title of position**  
Children's Services Professional Level 2 (**CSP 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 meetings, training and service functions
  - Satisfactory Offender History Report
- 4. Qualifications and requirements**
  - Diploma in Children's Services or equivalent qualification in accordance with Child Care Centre Regulations
  - Current Senior First Aid Certificate
  - Current Mandated Notification training certificate
  - Appropriate skills knowledge and training in food safety and hygiene as required under the Food Safety Legislation (2001)

<p><b>An employee at this level is appointed by the employer to co-ordinate and direct the activities of other qualified staff</b></p>
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- 5. Position objectives**
  - Work within the centre's philosophy of care and maintain confidentiality
  - Develop continual learning practices to increase own professional knowledge
  - Provide quality child care that meets the individual and group needs of children at the appropriate developmental level.
  - Liaise with other members of the staff team in the provision of developmentally appropriate programs and routines
  - Plan implement and evaluate high quality programs for children in care
  - Take into account the needs of families using the service and respect the diversity and the cultural backgrounds of children, staff members and families
  - Support the day to day functioning of the service and work consistently within the QIAS Principles of Quality care

## **Requirements of the job:**

### **Skills:**

- Effective oral and written communication skills
- Ability to accept and provide supervision and direction
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to effectively supervise all areas accessible to children
- Ability to work with children with particular needs
- Well developed observation and reporting skills
- Ability to contribute to and lead group discussions
- Ability to work within a team
- Effective leadership and interpersonal skills
- Effective time management skills
- Ability to supervise and guide qualified and unqualified staff, volunteers and students
- Ability to respond to parents in a sensitive, supportive, professional manner

### **Knowledge**

- Thorough knowledge of centre's philosophy, policies, and procedures
- Thorough knowledge of work practices
- Thorough knowledge of program planning requirements
- Thorough knowledge of children's development and needs
- Thorough knowledge of a range of appropriate observation methods
- Thorough knowledge of Quality Improvement and Accreditation System principles and an understanding of the SACSA Framework
- Thorough knowledge of current child care practices
- Knowledge in child health including nutritional requirements, infectious diseases and infection control
- Knowledge of workable time management methods
- Knowledge of licensing requirements under the Act

## **Responsibilities and duties**

### **Provision of 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 own work subject to routine supervision
- Follow direction from the Director or any person authorised by the Director
- Provide written and oral observations of children as required
- Ensure that children's records in relation to programming are maintained and updated
- Give each child individual attention and comfort according to her/his needs
- Incorporate equity principles into all practices
- Develop, implement and evaluate daily routines in consultation with other staff
- Incorporate timelines of the centre into daily practices

- Liaise with staff team members and the Director in the provision of high quality care
- Provide supervision, guidance and support for qualified and unqualified staff, students and volunteers
- Take responsibility for the assessment of students on placement where relevant, in consultation with the Director
- Work in accordance with Licensing requirements under the Act
- Liaise with parents in a professional, supportive manner
- Provide a safe and healthy environment for children
- Take responsibility for emergencies until able to transfer responsibility to a more senior person. Direct other staff to assist as required
- Report any emergency or hazard to the director immediately it is safe to do so

### **Occupational health and safety**

- Take responsibility to read and understand relevant information and to assist other staff to do so if requested
- Take reasonable care to protect own safety in the workplace and avoid adversely affecting the health, safety and welfare of any other person through any act of omission, neglect or misconduct at work.
- Ensure work practices are consistently within Commonwealth and State Legislation and organisational guidelines relating to occupational health and safety, equal opportunity and anti-discrimination in the workplace.

### **Organisational relationships**

- Responsible/reports to the CSP Level 3 and Director and through them to the operator/management
- Number of staff reporting to this position: at the discretion of the Director
- Number of volunteers reporting to this position: at the discretion of the Director

### **Extent of Authority**

- Co-ordinates and directs the activities of qualified and unqualified staff, students and volunteers
- Work outcomes are monitored by the Director
- There is freedom to act and use initiative within established guidelines
- Has authority to make decisions, in accordance with relevant legal requirements, in the absence of qualified staff of a higher level

**DECLARATION**

I have read the Children's services Professional Level 2 Job Description and agree to carry out the responsibilities and duties of this position diligently and to the best of my ability.

Name: .....

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

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

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