

# FAMILY DAY CARE – SUPPORT WORKER

## POSITION DESCRIPTION



### Position Summary

The role of the Family Day Care Support Worker is to ensure the provision of a quality, flexible and affordable child care service. Family Day Care is the provision of child care in a home environment and the Family Day Care Support Worker will provide support, guidance and assistance to educators, families and children who access Family Day care. The Support Worker will be required to work within a multi-disciplinary team based across Gannawarra Shire.

Under the guidance of the Manager Children and Youth Services, early years programs will align with Council's broader Municipal Early Years Plan, relevant policies and procedures.

### Position Details

<b>Title:</b>	Family Day Care Support Worker		
<b>Classification:</b>	Band 4	<b>Position Number:</b>	
<b>Category and status:</b>	Temporary Part Time		
<b>Reports to:</b>	Manager Children's Services		
<b>Supervises:</b>	Family Day Care Educators		
<b>External relationships:</b>	Community members, Government agencies		
<b>Date PD approved:</b>	April 2024		

### Position Key Responsibilities

Educator Support	<ul style="list-style-type: none"> <li>To supervise, resource and support caregivers through regular home visits and telephone contact.</li> <li>To ensure that the physical, emotional, intellectual and social needs of the children in care are met.</li> <li>To monitor standards of care and ensure that the children are receiving appropriate attention and stimulation.</li> <li>To ensure that hygiene and nutrition standards are adhered to.</li> <li>To ensure that all standards are adhered to according to Safety Guidelines.</li> <li>To assist with the planning and development of a professional development program for educators.</li> </ul>
Child Support	<ul style="list-style-type: none"> <li>To ensure that the child's individual needs are met through the provision of developmentally appropriate experiences and access to toy and equipment.</li> <li>To monitor and support the caregivers with the National Childcare Quality Assurance System.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>To assist in orientation, evaluation and ongoing professional development of educators.</li> <li>To maintain records of all communications (home visits / telephone calls / written) concerning families and caregivers involved in Family Day Care.</li> <li>To maintain ongoing communication within the Family Day Care community.</li> <li>To attend all relevant internal and external meetings as required.</li> <li>To participate in the compilation and distribution of a regular Newsletter, and other relevant literature, providing information about activities and matters relating to child care.</li> <li>To promote and publicise Family Day Care as a positive child care option.</li> <li>To participate in ongoing professional development.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>Ensure the ongoing health and safety of all stakeholders within children's services.</li> </ul>

	<ul style="list-style-type: none"> <li>Monitor and maintain safe environments by ensuring repairs and maintenance issues are raised with management.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>Attend to phone calls and counter enquiries as required in the Customer Service Charter.</li> </ul>

### Position Organisational Responsibilities

Leadership	Position will be a role model to staff; actively influencing and demonstrating our values of trust, respect, innovation and collaboration.
Strategy and policy	Position may provide input to policies and write reports relating to regulatory/statutory requirements.
Budget	Not applicable
Internal meetings	Position will be required to participate in regular team meetings.
External collaboration	Position may, on occasion, be required to represent Council in a range of forums such as industry networks, government/agency workshops etc.
Risk management	Position is responsible for identifying and minimising risk to Council, children, staff and visitors to the kinder and for ensuring that all OH&S obligations are met.
Corporate records	Position is responsible for the accurate, timely and secure storage of all records that are required to be kept or maintained on site.
Legislative framework	Position is accountable for all Council legislative and regulatory obligations relevant to Early Childhood Service provision.
Customer Service	Position is accountable for the Early Childhood adherence to the Customer Service Charter.
Council values	Position will demonstrate and encourage behaviour in line with our values of trust, respect, innovation and collaboration.
Behaviour	Will demonstrate behaviour of the highest of integrity; behaviour that is free from bullying, harassment and discrimination and that abides by the Code of Conduct.
Emergency management	Position may be required to take a role in municipal emergencies as detailed in Council's Municipal Emergency Management Plan.

### Position accountability, judgement, skills and qualifications

Accountability and extent of authority	<p>The position is responsible for overseeing the provision of an effective, safe and developmental appropriate early childhood program that meets all legislative and regulative requirements within Family Day Care. Position has authority to provide day to day direction and supervision to any Family Day Care Educators.</p> <p>Freedom to act is subject to regulations, policies and regular supervision.</p>
Judgement and decision making	Sound judgment in relation to the safety and security of children, staff and visitors to the early childhood facilities is required. Guidance and advice will usually be available from within the organisation
Child Safety	Position is required to be aware of child safe standards and how they are implemented within the organization. Position will be encouraged to provide input and feedback on the standards.
Specialist skills/knowledge	Knowledge of the needs and developmental stages of young children and a sound knowledge of National Early Childhood Legislation and National Quality Standards. Position also requires an understanding of the long term objectives of the organisation particularly as they relate to children's services.
Management skills	Position must be able to manage time, prioritise, organise and plan own work and that of early childhood programs. Understanding of personnel practices and policies is required.
Interpersonal skills	Position must be able to communicate effectively at all levels within the organisation and externally with external agencies, parents, carers and their children.

Qualifications/experience	Diploma of Children's Services or equivalent (Minimum qualification required). Current First Aid qualifications which comply with the requirements of the National Early Childhood Legislation. Current Working With Children Check.  Current Victorian Driver's License.
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### Selection Criteria

Experience	Relevant qualifications and/or experience in a similar position would be an advantage. Knowledge of National legislation, National Quality Standards, Early Learning Frameworks and funding criteria essential.
Management Skills	Ability to manage time, prioritise, organise and plan own work and that of early childhood programs. Understanding of personnel practices and policies is required.
Communication	Good communication skills with the ability to communicate effectively with staff, community members, management and external stakeholders.
Specialist skills / Knowledge	Knowledge of the needs and developmental stages of young children and a sound knowledge of National Early Childhood Legislation, National Quality Standards, Early Years Learning Frameworks and funding criteria. Position also requires an understanding of the long term objectives of the organisation particularly as they relate to children's services.
Leadership	Ability to actively lead early childhood professionals in a variety of settings, demonstrating positive behaviours, professionalism and compliance.

<b>Acceptance of Position Description</b>		
<b>Approved:</b> Chief Executive Officer	<b>Signature:</b>	<b>Date:</b>
I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.		
<b>Approved:</b>	<b>Signature:</b>	<b>Date:</b>

**Position Description:** Family Day Care Support Worker  
**Altus ECM reference:** INT19/5450F013  
**Position Description developed:** 27/08/2019  
**Position Description reviewed:** April 2024