

POSITION DESCRIPTION

Position Title	Early Childhood Educator
Award	Children Services Award 2010
Salary	Remuneration is in accordance with the above award and dependent on qualifications and experience.
Employment Status	Full-time or Part-time
Location	8 Corsair Street Richmond, VIC 3121

Organisation Background

PRONIA, meaning, “to provide” is an established community services agency with a rich 50-year history servicing the needs of the culturally and linguistically diverse backgrounds, including the Australian-Greek community. We advocate for the vulnerable and provide innovative services to meet current and emerging multicultural community needs.

PRONIA’s programs focus on providing direct services, including counselling, information provision, and crisis intervention, community education as well on the delivery of specialist services in aged care, disabilities, family and children’s programs. All services are delivered in a linguistically and culturally appropriate manner with a commitment to enhance individual’s capacity and build community capital.

Our Vision

An inclusive society where people from Greek and other backgrounds can be supported to live their best lives.

Our Statement of Purpose

To empower vulnerable members of the Australian - Greek Community to reach their full potential. This will be achieved predominantly by undertaking service provision and complimented by ancillary services, which support our clients including advocacy, policy development and research in an innovative, culturally and linguistically appropriate manner.

Role Purpose

The position is primary responsible for duties and tasks at Alpha Early Learning Centre and Kindergarten.

The Centre is licensed for 55 children, operating from 7.00am to 6.00pm Monday to Friday with a developed bilingual/multicultural program.

The Unit is also responsible for exploring and driving service innovation and research, strategic partnerships, program development, implementation and evaluation and the pursuit of funding and other income generating opportunities from government, philanthropic trusts and social enterprises.

Key Responsibilities

Key Duties

- Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups;
- Responsible for recording observations of individual children or groups for program planning purposes for qualified staff;
- Under direction, work with individual children with particular needs;
- Assist in the direction of untrained staff;
- Undertake and implement the requirements of quality assurance;
- Work in accordance with food safety regulations;
- Ensure a safe environment is maintained for both staff and children;
- Ensure the Children's Centre policies and procedures are adhered to;
- Liaise with families as required;
- Other duties as required.

Program Implementation, Review & Improvement

- Adhere to the Children's Services Regulations and Act, and the Alpha Early Learning Centre and PRONIA policies and procedures.
- Report to the Children's Services Manager promptly and accurately on issues of concern relating to the care of children.
- Adhere to organisational reporting requirements as per policy and procedures.
- Participate in the review of all programs no less than once every 2.5 years and in the first quarter of the review year.
- To ensure compliance, all processes must be reviewed on a yearly basis.
- Actively participate in the ongoing implementation of the National Quality standards, the National Quality Framework (NQF) and any other similar systems and procedures.
- Take into account other staff, parents' and children's needs; legal and regulatory frameworks; external benchmarking and community standards; financial constraints and considerations and continuous improvement and best practice levels.
- Ongoing written and verbal accountability to the Children's Services Manager in relation to program.
- Participate in the review, development and implementation of the Children's Centre's policies and procedures.
- Ensure that relievers are informed, are made aware and follow Children's Centre's policies and procedures.

Responsibilities

- To attend to and supervise at all times, the children in the Children's Centre's care.
- Assist in the implementation of daily care routines.
- Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups

- Responsible for recording observations of individual children or groups for program planning purposes for qualified staff.
- Under direction, work with individual children with particular needs.
- Assist in the direction of untrained staff.
- Work in accordance with food safety regulations
- Give each child individual attention and comfort as required.
- Understand and work according to the Centre's policies and procedures.
- To understand and implement all legal requirements associated with children in the Children's Centre's care
- To ensure the maintenance of a healthy, safe and stimulating environment.
- To contribute positively to the development of the children's independence and self-esteem.
- To develop communication with parents and families in relation to the care of children.
- Other duties as required.

Professional Development

- Participate in performance reviews as directed by the Children's Centre Manager.
- Participate in mandatory and non-mandatory training as required by the organisation.
- Direct self in learning opportunities and seek support from the Children's Centre Manager.

OHS

- Ensure adherence to PRONIA OHS policy and procedures and safe working practices.
- Ensure that work and services are provided in a safe manner at all times by regularly reviewing practices and environment and by participating in OH&S meetings/training where required.
- Ensure compliance with the ACECQA Regulatory Framework, Education and Care National Services Regulations, Education and Care Services National Law Act 2010; DET/approved learning frameworks.
- Participate in ongoing education and staff training.
- Undertake programmatic evaluation with families through analysis of the annual consultation questionnaires.
- Ensure adherence to mechanisms in place to prevent and manage sentinel events such as emergencies, fire safety, OHS and infection control.
- Participate in OHS meetings/Staff meetings, internal and external training as required by the organisation.
- Ensure all incidents are reported in a timely manner.

Administrative

- Attend all relevant staff meetings.
- Accurately complete timesheets on a routine basis and comply with sign in/out processes.
- Provide reports and feedback to the Children's Centre Manager and 2IC, as directed.

Key Relationships

- Productive working relationships must be developed and maintained with the Children's Centre Manager, team leaders and other centre staff.
- Service oriented relationships need to be developed and maintained with all parents, children and families who require the services of this position.

- Co-operative relationships must be developed and maintained with parents and families of the children to ensure that parents are informed about the needs of their children and are actively involved in the progress and development of their children.
- Co-operative relationships must be developed and maintained with the PRONIA and program resource and advisory groups.

Safeguarding our Employees

At PRONIA, we recognise that family violence is a gendered issue which is evident across the life span, is a complex and serious community issue, embedded in all types of care relationships, regardless of age, gender, sexual orientation, culture, religious beliefs and socio economic status. Family Violence (and Elder Abuse) have immediate and long-term impacts on the physical, psychological and social health and wellbeing of those affected which includes adults and children.

PRONIA takes supporting employees impacted by Family & Domestic Violence seriously, therefore:

1. We offer employees impacted by family & domestic violence, 10 days paid leave annually (non-cumulative)
2. We will ensure all details are kept confidential
3. If required we will develop and action workplace safety planning strategies
4. We will provide referrals to appropriate support services
5. We will provide specialised training for nominated persons
6. All employees impacted family & domestic violence will also have access to able to access flexible working arrangements, annual leave, personal leave, long service leave as necessary
7. All employees will be protected against discrimination as a result of disclosure, experience or perceived experience of DV.

By respecting the decisions of the service users and offering a range of options, PRONIA professionals have a vital role in ensuring the safety and wellbeing of health needs are met, inclusive of a patient's safety.

Safeguarding Children and Young People

PRONIA takes child protection seriously; you are required to meet the behaviour standards outlined in our Code of Conduct. All employees receive a copy of the Code of Conduct as part of their induction.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people;
- Promote the safety and wellbeing of children and young people to whom we provide services;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- Maintain a valid Working with Children Check (if applicable to role); and

- Undergo periodic 'national criminal history record' checks and report any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people

Mandatory Requirements

- National Police Record Check.
- Minimum 2 doses of COVID-19 Vaccinated as per Alpha and PRONIA Policy
- AQF Certificate III in Children's Services or an equivalent qualification.
- Working With Children check (WWCC)
- Current First Aid in an education and care setting (HLTAID012)
- Current CPR Certificate – HLTAID009
- Current Anaphylaxis certificate

Professional Experience

- Knowledge of the early childhood industry, Regulations and Act, Frameworks and the Accreditation System;
- Relevant tertiary qualifications and demonstrated experience in Early Childhood field;
- Analytical and interpretive skills including evaluation of performance, identification of opportunities for improvement and ability to implement change;
- Understanding of cultural diversity and issues affecting the CALD community and personal philosophies sympathetic to Alpha Early Learning Centre environment, especially in the areas of bilingualism and multiculturalism.
- Excellent communication skills with demonstrated ability to provide empathy for stakeholders' needs;
- Commitment to quality care, contemporary early childhood practice and service delivery, and using best practice methods;
- Demonstrated planning, negotiation, decision making, problem solving and organisational skills;
- Well-developed communication skills and ability to work co-operatively as part of a team;
- Ability to be self-directed and show initiative;
- Fluency in Greek and English is an advantage, a second language is desirable;
- Proficient in the English language (excellent written and oral skills)
- Competency in working with computers;
- Proven commitment to working with young children and families.
- An ability to develop and maintain a trusting and caring environment for children which encourages and reinforces children's positive behaviour and promotes and enhances the development of trusting relationships with children.
- Ability to work in a multi-disciplinary team environment and to relate and interact positively with centre management, staff, parents and children at all times.
- Time management skills and the ability to prioritise and organise daily schedules and juggle competing demands.
- Ability to be adaptable and flexible in meeting service requirements of the centre.

Knowledge and Skills

- Builds strong relationships with key stakeholders and colleagues and develops an understanding of others in order to motivate them and confidently address conflict situations.
- Produce a range of complex reports and recommendations on relevant issues which are evidence based and provide a sound basis for decision making.
- Plans and organises own work and projects aligned with business objectives, identifies and secures resource requirements, and anticipates and addresses barriers to achievement.

Personal Qualities

- Undertakes finely detailed work in a precise and accurate manner.
- Instils mutual trust and confidence and behaves in a fair and ethical manner towards others, demonstrating a sense of corporate responsibility and a commitment to PRONIA.
- Takes responsibility for actions and proactively implements work plan and addresses issues.
- Uses available information and exercises good judgement to make sound, timely and well-informed decisions.