



# Position Description

## Assistant Childrens' Services Worker

Applications Close:  
Opened until filled

<p style="text-align: center;"><b>Position Title</b></p> <p style="text-align: center;">Assistant Childrens' Services Worker</p>
<p style="text-align: center;"><b>Position Number</b></p> <p style="text-align: center;">COM10325</p>
<p style="text-align: center;"><b>Department</b></p> <p style="text-align: center;">Community Services</p>
<p style="text-align: center;"><b>Classification</b></p> <p>(Unqualified Year 1 – Year 3), Within the Assistant Childrens' Services Worker Classification range in accordance with <i>Winton Shire Council Certified agreement 2023, Queensland Local Government Industry (Stream A) Award 2017</i></p>
<p style="text-align: center;"><b>Terms of Employment</b></p> <p>Casual, Permanent Full Time or Permanent Part Time positions available by negotiation</p>

## Terms of employment

Casual, Permanent Full Time or Permanent Part Time positions available by negotiation

## Supporting documents

- Employee Code of Conduct

- Workplace Health & Safety Responsibilities
- Winton Shire Council Drug and Alcohol Policy

## Organisational environment

### Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

### Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

### Winton Shire Council's Corporate Values are:

#### **Accountability:**

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

#### **Effectiveness:**

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

#### **Efficiency:**

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

#### **Sustainability:**

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

#### **Meaningful Community Engagement:**

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

#### **Good Governance:**

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

### **Ethical and Legal Behaviour:**

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

## **Organisational relationships**

### **Reports to:**

Child Care Director-Little Swaggies

### **Supervision of:**

No supervision applicable

### **Internal Liaisons**

Management, Council Staff and Council Departments as required.

### **External liaisons**

Customers, Winton Shire Community at large and visitors to Winton as required

## **Position objectives**

The position of Assistant Children's Services Worker is responsible for assisting Group Leaders in the care of groups of children within the Child Care Centre and to engage in functions in or in connection with the general operation of the centre including but not limited to all aspects of food preparation and service.

## **Organisational commitment**

### **Corporate**

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

### **Confidentiality and improper use of information**

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

### **Continuous quality improvement**

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

### **Workplace Health and Safety**

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28. Workers and any other person includes Council employees as well as contractors, sub-contractors, labour hire workers, trainees, apprentices, work experience students,

volunteers and visitors. Workers and any “Other Person” who enters Council workplace must apply the WHS Duty of reasonable care.

**Reasonable care**

This includes:

- Taking reasonable care for his or her own health and safety
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by an authorised officer of Council to allow the person to comply with a WHS requirement
- Cooperating with any reasonable policy or procedure of Council relating to health or safety at the workplace

Worker Responsibilities include:

1. Attending and participating in pre-start meetings as required, to identify any potential WHS issues and implementing control options to eliminate or minimise any risks before commencing work.
2. Inspecting plant and equipment before using it to ensure that it is safe for use.
3. Reporting any defective or damaged plant, tools and equipment to the Supervisor as required.
4. Taking personal responsibility for the safety of themselves and others that may be affected by work conducted by themselves as a worker of Council.
5. Complying with any Policies or Procedures and complying with any work directions and/or instructions that are provided.
6. Monitoring and assessing WHS hazards and risks while conducting any work, and reporting any issues to the relevant supervisor as required.
7. Consulting with the supervisor and WHS Safety Representative for their designated work group on any safety issues as required.
8. Monitoring the safety conduct of co-workers including Contractors and reporting any concerns immediately to the contractor or the Supervisor.
9. Stopping work and notifying the Supervisor if there is imminent risk of injury.

**Qualifications/Licences/Tickets required**

The following qualifications and licences are desired:

- Although it is not an inherent requirement to have any formal childcare qualifications with this position it is an expectation that the incumbent will, within 3 months of commencing in the role commence a Certificate III in Children’s Services.
- Must have a Working with Children Blue Card or have an ability to acquire same.
- Current First Aid , CPR and Anaphylaxis Certification or ability to acquire same.
- Have current or have the ability to acquire vaccination for Hep A & B, Influenza, Whooping Cough (Pertussis), Measles, Mumps, Rubella, Chicken Pox.
- Be willing to attend Mandatory Child Protection Training on a regular basis.

- Have or be willing to complete Food Safety Handling Training.
- Ability to operate a motor vehicle under a “C” Class Licence.

## Additional requirements and working conditions

The following requirements and working conditions are desired:

- Current Suitability Card (Blue Card)
- Ability to undertake all physical requirements involved with the early childhood setting including lifting loads of 20kg, bending, squatting, pushing, pulling, truck twisting, kneeling, sitting, and standing for duration.
- Provision of a satisfactory Criminal History Check, pre-employment medical check; and
- The Council Employee Code of Conduct applies to this position.

## Statement of key responsibilities and duties

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities of the position are:

- To work as a member of a co-operative team in order to provide an appropriate education program for the group of children within the service.
- To be responsible for the coordination of activities for a group of children for short periods of time throughout the day. Implement parts of the program as developed by the Group Leader and to provide feedback to the Group Leader.
- Assist the team leader with the recording of children's records and other activities.
- Provide a healthy, safe, and welcoming environment for children and families.
- Ensure the Health and Safety of the children in your care.
- Take a genuine interest in the children, their activities and participate in these activities as much as possible.
- Give each child individual attention and comfort as required.
- Participate in routine communication with parents to the level of the employees competence.
- Assist in developing and implementing programs and activities.
- Implement daily routines for children.
- Assist in the implementation of the early child program under supervision.
- Understand and work according to the employers policies.
- Work in accordance with the licensing requirements of the childcare legislation.
- Perform general duties associated with the operation of the service including but not limited to all aspects of food preparation, service, and cleaning/maintenance of all areas of the premises (internal and external).
- Support the development, implementation, review and improvement of organisational policies, procedures, and practices.
- Exercise initiative and judgement.
- Work as a member of a co-operative team, sharing housekeeping duties.
- Attend staff meetings as required by the Directors.

- Assist in organising a pleasant, welcoming, and safe environment for the children.
- Undertake the physical duties involved in working with young children in an early childhood setting on a daily basis including but not limited to setting up and packing away indoor and outdoor environments at the centres, be able to kneel or sit on the floor in order to communicate with children at their level.
- Promote the image of Council services, portfolios, and facilities in all dealings with the community.
- Ensure a high standard of service is provided in all dealings with management, staff, and customers.
- Develop and maintain close working relationships with internal and external contacts as appropriate.
- Other duties within the capabilities of the staff member as directed by Council from time to time.

## Key selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

### Selection Criteria 1

Experience in working with young children in a childcare or similar setting, including a general knowledge of the provision of childcare including child development and current hygiene practices etc.

### Selection Criteria 2

Sound interpersonal, written, and oral communication skills with the ability to interact effectively with a broad range of people.

### Selection Criteria 3

Demonstrated ability to maintain a high level of diplomacy and confidentiality including sound initiative and judgement when assisting with sensitive issues.

### Selection Criteria 4

Ability to study and complete a Cert III in Children's Services commencing study upon the completion of three months' work in this role as well as a demonstrated proficiency in the use of computers in the workplace particularly an ability to operate the Microsoft Suite of products; and

### Selection Criteria 5

Sound time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve work deadlines in an environment of competing priorities.

## Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- The selected applicant will be required to undertake a pre-medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position with Council covering the cost.
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.

In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

## Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of **Assistant Childrens' Services Worker** with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

**Signature:**

**Date**



## Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in “How to Apply for the Position” below.

## How to apply for the position

We invite you to lodge a formal application which MUST include a:

- **Resume,**
- **Cover letter, and**
- **Response to the Selection Criteria**

Completed applications are to be forwarded to: [jobs@winton.qld.gov.au](mailto:jobs@winton.qld.gov.au)

## Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

## Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.