

MOUNTAINS OUTREACH COMMUNITY SERVICE INC

JOB DESCRIPTION

Date	February 2022
Title of Position	Early Childhood Educator
Status	Casual
Award	Children's Services Employee, Children's Services Modern Award 2010
Accountable to	MOCS Manager and MOCS Management Committee

The Purpose of the Position

To work as part of the MOCS Children and Family Services team to provide high quality inclusive early childhood education and care to children, and develop relationships which support families across MOCS programmes.

Responsibilities to Mountains Outreach Community Service

1. Work within the organisations Code of Ethics and Conduct
2. Work within the policies and procedures of MOCS and its programs
3. Comply with employee obligations to the Worker Health & Safety (WHS) Act in taking reasonable care to protect their own health and safety and the health and safety of any other person in the organisation who may be affected by the worker's acts or omissions
4. Present accurate time / travel sheets fortnightly by the designated time

Specific Position Duties

1. Ensure that children are supervised at all times, and that care is taken for their safety and welfare
2. Treat each child, family and co-worker with dignity and respect, creating a safe and welcoming environment
3. Prepare, implement and clear away planned activities catering for the various ages and developmental needs of the children
4. Where required be responsible for the coordination of activities for a group of children and ensure the activities meet the developmental needs and interests of the children
5. Provide a service that responds appropriately to child protection issues as per government legislation and adheres to duty of care standards
6. Assist with the set-up, preparing and pack up of activities, equipment and materials at each venue to WHS guidelines and within set timeframes
7. Where required support and guide groups and ensure an inclusive program approach
8. Provide feedback to the Program Co-ordinator on any issues arising during childcare sessions or of relevance to the service's operation promptly and at appropriate times
9. Assist in the collection of data and record keeping as required
10. Assist with the referral of parents to the appropriate resources and supports when required and seek assistance from the coordinator as needed
11. When required, participate in staff meetings and MOCS planning and training days
12. Participate in MOCS Children's Services meetings and other meetings as required

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13. Share responsibility with other MOCS Early Childhood Educators for the care of equipment, and contribute to the maintenance of MOCS' children's equipment
14. Drive the Service van when required
15. Other reasonable duties as requested

Essential Criteria

1. Certificate III in Children's Services or working towards
2. Demonstrated commitment to social justice principles
3. Experience working with 0 to 6 year olds and their families in an early learning setting
4. Demonstrated ability to document and implement appropriate programs, activities and experiences in line with EYLF principles and outcomes
5. Awareness of the current Education and Care Services National Law (2010) and the Education and Care Services National Regulation (2011) and its application within a program
6. Up to date approved Child Protection Training and ability to implement mandatory reporting requirements in the workplace
7. Maintain confidentiality and adhere to the Early Childhood Australia Code of Ethics
8. Ability to work as part of a team
9. Excellent communication and interpersonal skills
10. Flexibility in working hours
11. Current First Aid with CPR / Asthma and Anaphylaxis certificate and Working with Children Check
12. Current driver's licence
13. Be fully COVID vaccinated
14. Ability to set-up and pack up materials and equipment at different venues
15. Understanding of employee obligations under the Work Health Safety Act and Anti-discrimination laws
16. Must be 18 years of age or over
17. Must be COVID vaccinated as per relevant legislation

Desirable Criteria

1. Experience working with community-based services