



GREENHILLS
NEIGHBOURHOOD
HOUSE

Position Description

Childhood Educator – Diploma Qualified

Position details

Position title	Childhood Educator (Diploma Level)
Reports to	Childcare Coordinator & Greenhills Neighbourhood House Coordinator
Hours	5 hours per week, Wednesday's during school term. Some flexibility by negotiation. Additional days may be required.
Classification	<i>Neighbourhood House Employees (Children's Services Award), Level 4.2, Neighbourhood Houses and Adult Community Education Centres Agreement 2016.</i> Pay range - \$25 - \$29 per hour permanent part time
Conditions	Neighbourhood Houses and Adult Community Education Centers Collective Agreement 2016
Location	Greenhills Neighbourhood House, Community Drive, Greensborough
Review Date	Probationary period 3 months from employment date

About Greenhills NH

Greenhills Neighbourhood House (GNH) was incorporated in 1986 and has been supporting the local community for over 36 years.

Greenhills Neighbourhood House is a not-for-profit organisation. Neighbourhood Houses bring people together to volunteer, connect, learn and contribute to their local community through social, educational, recreational and support activities, using a unique community development approach. GNH is governed by a volunteer Committee of Management and has approximately 8 staff and 10 volunteers that support the community centre.

Our Occasional Childcare service is generally open 9am – 1pm each day. We cater for 14 children (maximum) and ages are generally 12 months to school age. We do have volunteers who support us in our childcare room. More information is available on our website www.gnhh.org.au

Greenhills Neighbourhood House is:

Family-friendly, equal opportunity employers offering:

- Flexible working environment
- Job satisfaction through grass roots community involvement
- A diverse and inclusive work environment

We are committed to Occupational Health and Safety, Equal Employment Opportunity, Cultural Diversity and Ethical Practices.

Role of the Childhood Educator

Purpose of role

The Childcare Educator will work collaboratively with the Childcare Co-ordinator, educators and administrative staff and volunteers,

- to provide a high quality, developmentally appropriate educational program (based on an approved curriculum framework) for the children at Greenhills Occasional Childcare Centre.
- to ensure that the service meets the requirements of the Department of Education and Training; Victorian Children's Services Regulations 2020, Policies & Procedures of Greenhills Neighbourhood House House.

Key Responsibilities

- Deliver an age-appropriate educational program.
- Assist with the daily routines and delivery of the program, including preparation of activities, general cleanliness and safety and the packing away of equipment and materials.
- Actively create an environment where all children, families and volunteers feel safe, welcome, and comfortable.
- Report to Childcare Coordinator any concerns regarding children.
- Report any Incidents or Near Misses to the coordinator.
- Be sensitive to each child's individual differences.
- Be culturally sensitive to the backgrounds of children and families using the House.
- Encourage children to develop independence at play and provide enjoyable routine stimulating individuality.
- Administer medications as per individual children's medication plan/s and recording all administrations accurately and timely.
- Help plan, implement and evaluate high quality educational and recreational programs which are based on developmental needs, interests and experiences of the children in care.
- Ensure the health and welfare of children attending the childcare centre is always considered.
- Ensure effective and positive communication with colleagues, parents and volunteers.
- Maintain a high standard of cleanliness and hygiene.
- Adequately supervise children at all times.
- Participate in professional development activities and/or propose relevant professional development and training programs.
- Support the House in efforts to improve sustainability by recycling, reducing waste and emissions.
- Participate in staff meetings as required
- Abide by all the policies and procedures of Greenhills Neighbourhood House.

Key Selection Criteria

Essential

The Childhood Educator must be able to demonstrate:

- Experience in the delivery of Early Years Learning Framework (EYLF) and/or the Victorian Early Years Learning and Development Framework (VEYLDF)
- A sound understanding and knowledge of early childhood development and education.
- Ability to assess, document, monitor and develop each child's progress, with family involvement.
- Ability to work with a team of professionals, and work with families and other stakeholders to achieve optimal results for each child.
- An understanding of active supervision of children with a focus on safety and wellbeing.
- Ability to communicate effectively and handle difficult and sensitive communications well.
- Ability to understand and be accountable for the management of risk within the service.

Qualifications, skills and experience:

- Diploma in Children's Services
- Current Working with Children Check
- Current National Police Check.
- A current approved First Aid qualification, approved anaphylaxis management training and approved emergency asthma management training.

Desirable

- Demonstrated understanding of community development principles and practice
- Work experience in the not-for-profit sector or community sector

For more information about the role and how to apply please contact

Janelle Dunstan, Centre Coordinator

Ph. 9435 9287 Mobile: 0423 452 922

Applications for this position close April 21st 2022