



Illawarra Aboriginal Corporation

Information Pack – Noogaleek & Winnanggay Casual Child Care Educators



This information package includes information about the Illawarra Aboriginal Corporation, the relevant program and the employment position. Please ensure that you read the position description and the selection criteria.

Required Documents:

Applications **must** include the following, without these documents your application will not be considered

- A **cover letter**
- An up to date **resume/CV** including a list of referees (preferably including one from your most recent employer)
- Detailed response to the **Selection Criteria** outlining how you are able to demonstrate you meet the criteria for the position. This can form part of your covering letter

Applications sent via email to IAC employees or to other addresses will not be considered

Applications close 10am Monday 28th September 2020.

By email (preferred) jobs@iac.org.au	By Post Illawarra Aboriginal Corporation Attn: HR Manager PO Box 5457, Wollongong NSW 2520	By Hand Illawarra Aboriginal Corporation 102 Auburn Street Wollongong NSW 2500
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Position Details:

Term	Casual
Location	Noogaleek Childrens' Centre or Winnanggay Preschool, Berkley
Award	Children's Services Award 2010
Pay	Level 3

Selection Criteria:

A detailed response to the below selection criteria should be included with your application

1. Provide details of your qualifications in early childhood education, minimum level Certificate III Early Childhood Education or equivalent recognised by ACECQA.
2. Demonstrate your previous experience working in an Early Childhood education centre setting and implementing daily programs based on children's needs, interests and the Early Years Learning Framework (EYLF).
3. Demonstrate your ability to build relationships with children and families to foster positive learning environment
4. Provide details of your experience working with young children with backgrounds of trauma and vulnerable and Aboriginal Families
5. Demonstrate your strong written and verbal communication skills
6. Provide details of your computer literacy skills including computerised programming management systems

Overview

The Illawarra Aboriginal Corporation (IAC) was formed in 1980 for the purpose of achieving excellence in providing advocacy and culturally appropriate services to meet the social, cultural and economic needs of Aboriginal and Torres Strait Islander people in the Illawarra Region.

Noogaleek Children's Centre is a Multifunctional Aboriginal Children's Service that was established in 1989 and Winnanggay Preschool is an Aboriginal Children's Preschool that was established in 2002. The Centres were established to support the Educational, Health and Welfare needs of children and families in the Illawarra. Our philosophy is "Our Children are Our Future" and so "Let's bring back the Aboriginal Culture and its Lost Identity". The Centre caters for both Aboriginal and non-Aboriginal children.

Aims of the Children's Centre are to

- Close the Gap' between the rates of Indigenous and non-Indigenous education
- Help Indigenous people to access suitable education opportunities to meet their needs
- Provide Culturally appropriate programs to service the needs of the Local Indigenous Community
- Provide a safe and nurturing environment
- Provide a stimulating educational program that meets the interests and needs of each individual child attending our service
- Actively engage in implementing the National Quality Framework and the Early Years Framework through our programming and our interactions with the children and their families

Position Purpose

The Child Care Educator will contribute to the provision of quality Early Childhood Education and Care to children through the delivery of cultural sensitive educational programs. The Child Care Educator will provide ongoing support and assistance to the Teacher and Coordinator to ensure the development and delivery of a positive learning environment. The Child Care Educator will develop and maintain constructive partnerships with families and form relationships with children which are comforting, nurturing and foster positive learning outcomes.

Key Accountabilities & Responsibilities

- Assist Teachers and Room Leader with the implementation of daily programs based on children's needs and interests and the Early Years Learning Framework (EYLF).
- Deliver daily program of activities for children in accordance with the curriculum and education program. Implement as directed daily routines and use routine times as opportunities for learning
- Develop constructive relationships with children to facilitate positive learning outcomes
- Record observations of children under their supervision on a regular basis ensuring quality up to date evidence based records including photos are maintained
- Implement individual programs for children with attention each child's particular needs. Evaluate and provide feedback on program to Teacher and Coordinator
- Facilitate play based learning environments responsive to children's interest, strengths and abilities
- Ensure that children with particular needs are treated respectfully
- Protect children and their rights, ensure they are safe and maintain supervision of children at all times
- Ensure interactions with children are positive and supportive. Greet all children positively at all times using their name
- Support children to develop positive relationships with peers and to regulate their behaviour through positive guidance strategies
- Act with respect and cultural awareness towards all children
- Develop and maintain positive and respectful partnerships with families. Create a supportive and informative environment for families ensuring families and carers have a positive experience with the Centre through personal attention, greetings and discussions
- Ensure that families and carers are kept up to date with the progress of their children
- Ensure the environment is safe, supportive, stimulating and educational for children. Set equipment up to ensure the safety of the children
- Respond to children's additional needs/requirements e.g. medical conditions, diet/allergies, growth and development

- Ensure the health of children by promoting a high standard of health and hygiene in compliance with procedures and policies.
- Notify Teacher and/or Coordinator immediately of ill children or staff
- Monitor indoor / outdoor environment for unsafe equipment, rubbish, sand, leaves and other obstacles
- At all times adhere to routines with respect to staff and child hygiene and safety including but not limited to hand washing, nappy change routines and general cleaning
- Ensure observation and adherence to hygienic food handling at all times
- Promote children's awareness of healthy and unhealthy eating habits
- Administer first aid and medication in compliance with procedures and policies.
- Keep accurate and detailed records of injuries, accidents, trauma, medication, routines and special requirements
- Notify Teacher, Compliance Specialist and/or Coordinator of all cases of suspected risk of harm and report in accordance with Mandatory Reporting policy and procedure
- Ensure the Coordinator is informed of any problem arising, which would affect the children, service approval rating, regulatory and legal compliance or the smooth running of the service.

General

- Ensure all children records are accurate and up to date at all times
- Ensure all daily records such as hand washing, nappy changing and cleaning records are kept up to date
- Carry out admin duties as required in relation to child care responsibilities
- Maintain a current and full understanding of Confidentiality Policies and Procedures. Ensure the confidentiality of children, families and staff is maintained at all times.
- Maintain a current and detailed understanding of the Mandatory Reporting Policy and Procedure. Ensure knowledge of legislation and practise is kept up to date.
- Participate in ongoing professional development and training programmes
- Be proactive in supporting collaborative team environment, respecting and supporting colleagues through positive communication approaches based on principles of respect and fairness.
- Participate in organisational events, development and strategic planning activities
- Participate in internal and external meetings in a manner which contributes to the positive operation of the program
- Positive promotion of IAC at all times especially when in public forums, liaising with clients or other outside personnel
- Comply with all Noogaleek and IAC policies and procedures and statutory obligations as amended from time to time;
- Comply with all workplace health and safety and equal employment opportunity initiatives to contribute to a safe, healthy, equitable and ethical workplace;
- Work in accordance with lawful and reasonable management directions.

Relationships

Internal	
Teacher/ Coordinator	Daily to provide regular updates on issues and to receive guidance on related issues Provide information, advice and contribute to decision making Identify emerging issues/risks and their implications and propose solutions
Team members and other internal stakeholders	Daily to share information as appropriate and receive and provide advice on related issues Consult and collaborate to ensure required standards are met, develop solutions and strategies resolve problems and improve services

External	
Children, Carers & Families	Maintain professional relationship sharing information and providing support to ensure the wellbeing of the children at the centre. Maintain professional supportive relationship to ensure that information flow is two ways and issues are raised and dealt with in a prompt proactive manner.
Service Providers, Agencies, Community Services & other Stakeholders	Provide information as required Report and provide updates in accordance with procedures and legislative requirements

Key Performance Indicators

- Positive relationships are developed and maintained with children and families
- Children's education programs are implemented and kept up to date based on children's needs and interests and the Early Years Learning Framework (EYLF)
- Actively assist Teacher, Room Leader and/or Coordinator implement a culturally sensitive curriculum and programs to deliver positive learning outcomes to children
- Observation reports are detailed, accurate and up to date at all times. Observations to be made regularly in accordance with minimum requirements
- Records confirming routines are completed are accurate and up to date at all times (hand washing, nappy changing etc.)
- Hygiene procedures are followed and associated records are accurate and up to date
- Actively contribute to the maintenance of programming records for children and record children's progress in relation to learning outcomes.
- Meetings and important conversations with parents and families are noted and accurately recorded
- All Incidents or concerns are notified and reported immediately in accordance with mandatory reporting requirements. Complete required paperwork as soon as possible.
- Actively participate in staff meetings and scheduled training and development events.
- Obtain consistently positive feedback from peers, managers, carers, families and other external stakeholders

Qualifications & Skills

Essential

- Minimum Certificate III Early Childhood Education or qualification recognised by ACECQA
- Experience working in an Early Childhood education centre setting and implementing daily programs based on children's needs, interests and the Early Years Learning Framework (EYLF)
- Demonstrated ability to build relationships with children and families to foster positive learning development
- Experience working with young children with backgrounds of trauma and vulnerable and Aboriginal Families
- Strong verbal and written communication skills
- Excellent organisational and teamwork skills
- Good computer literacy skills including computerised programming management systems
- Understanding of Work Health & Safety obligations.
- Current First Aid Certificate with Anaphylaxis and Asthma

Desired

- Confirmation of Aboriginality

Mandatory

- Current Working with Children Check
- Current National Criminal History Police Check