

Position Description

Job Title	Assistant Children's Services Worker – Playgroup
Organisational Context	Aurukun Shire Council is an Indigenous community of about 1450 people. Council provides a variety of services to the community that include provision of education, health, police and welfare services; operation of airport, postal and bank agencies; development and maintenance of roads and housing. Funding is received through both State and Federal governments.
Department	Community Services
Award & Classification Level	Queensland Local Government Industry (Stream A) Award – State 2017 - Division 2, Section 2- Children's Services & Early Childhood Education – Assistant Children's Services Worker.
Location	Aurukun
Reports to	Family Support Worker, Playgroup Leader.
Position Scope	<p>This position has significant direct contact with children aged from 4months to 8 years, their caregivers and/or parents. The role involves early childhood education, the practice of caring for and teaching young children.</p> <p>This is a physically active position that requires work in outdoor locations.</p>
Employees Supervised	Nil
Job Role & Key Objective/s	To provide an early childhood education and work with individual and groups of children and their families at locations in the Aurukun community.
Selection Criteria	<ol style="list-style-type: none"> 1. Possess, be undertaking or committed to undertake an early childhood qualification recognised by the Australian Children's Education and Care Quality Authority and the Queensland Governments Department of Education and Training. 2. Demonstrated experience working with young children. 3. Possess or have the ability to readily obtain a Blue Card. 4. Possess or have the ability to acquire an Apply First Aid Certificate 5. Ability to display high level English speaking skills. 6. Ability to communicate effectively with families and care-givers. 7. Ability to assist in the implementation of an educational program. 8. Drive the bus to transport families to and from Playgroup. 9. Identify as an Aboriginal or Torres Strait Islander or be able to demonstrate sound knowledge and understanding of Aboriginal and Torres Strait Islander cultures, with ability to

	<p>communicate effectively and sensitively with Indigenous people.</p> <p>10. Ability and commitment to interact positively in a remote Aboriginal community</p> <p>11. Ability to support families to participate in playgroups as a social activity for children and families.</p> <p>12. Safe Food Handling.</p>
<p>Duties & Responsibilities</p>	<ol style="list-style-type: none"> 1. Support and assist other playgroup staff to create and sustain a safe and nurturing learning space for children and families attending the playgroups. 2. Support and assist other playgroup staff to assess the needs of each child and monitor their progress 3. Support and assist the Group Leader to plan and implement a educational program to support the development of networks between parents and children’s pre-school readiness. 4. Actively engage with the children at all times and model appropriate behaviour 5. Maintain positive communication with all families and staff at Koolkan and playgroup sessions 6. Maintain the Workplace Health & Safety requirements of the Centre 7. Attend and contribute to staff meetings 8. Undertake other duties including cleaning resources, inside and outside facilities including toilets, sluices and showers 9. Adhere to the Centre’s and Council’s policies and procedures, Code of Conduct and privacy policies
<p>Key Performance Indicators</p>	<p>Key Performance Measures</p>
	<ol style="list-style-type: none"> 1. Work together with team members to run playgroup sessions 4 times a week at varying locations. 2. Contribute to preparation and planning of playgroup sessions. 3. Work to support parents to become involved in play and learning experiences with their children. 4. Work to involve and recruit families to participate in playgroup sessions. 5. Ensure progress towards qualification is consistent with professional development plans. 6. Time management – complete all tasks within required time frames and plan day around children’s needs to ensure the day runs smoothly 7. Follow directions of Supervisor and demonstrate initiative when unsupervised.

	<ul style="list-style-type: none">8. Effective communication demonstrating good conflict resolutions skills and team work.9. No substantiated complaints10. Attend all training and meetings as required by supervisor.
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I, _____ acknowledge and agree to the above position description.

Employee's Signature _____ Date _____