

Recruitment Package



Position Title

**Child Staff Carer (General)
and/or Parent Child Staff Carer**

Reference: CSC0111

Location: Various locations between
Byron Bay (NSW) – Cairns (QLD) Regions
Employment Status: Casual Employment
Hourly Pay Range: \$18 - \$21 per hour + superannuation contributions
Contact Person: Tami Bass - Director
Contact Telephone: 0754330575
Contact Email: Ladybirds05@bigpond.com

Your Employer

Ladybirds & Dragonflies Childminding Service was established in 2005 and provides alternative childminding options (as listed below) to families living in regions between Noosa (QLD) & Byron Bay (NSW). During 2012 we are expanding our services to include areas North from Noosa to Cairns.

- Corporate Childminding Services
 - Corporate Functions & Events
 - Onsite Creche Services
- Generalised Childminding Services
 - Accommodation Childminding
 - At Home Childminding & Nannying Services
 - Group Childminding
- Specialised Childminding Services
 - Pre/Post Labour Services
 - Wedding Childminding

We focus on providing high quality childminding services to families in the absence of a parent/guardian. We understand that not all parents have an available support network of family and friends to assist on call, and that without that network many families choose not to engage in adult time, return to work or enjoy social engagements. Ultimately parents who do not allow themselves some 'me time' can often become frustrated, stressed or isolated from their community. The aim of our organisation is to provide services to families on call; where they need it, when they need it whether it be a short term or long term arrangement. Our Child Staff Carers play an active role in delivering an educational and nurturing environment for the purpose of assisting families with these childminding needs.

Your Opportunity

As a Child Staff Carer you will be required to:

- promote the safety & wellbeing of children & young people to whom we provide services to
- ensure that your interactions with children & young people are positive and safe
- provide adequate care & supervision of children and young people in your charge
- act as a positive role model for children & young people
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain valid 'working with children' documentation & first aid qualifications
- report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children & young people

Staff carers are accountable to the director of the organisation and are under the direction of both clients and the management team of Ladybirds & Dragonflies Childminding Service.

Your Role

As a Child Staff Carer you will have responsibility for leading the following activities and delivery of the following key tasks:

- Implementing daily routines of families
- Liaising with parents
- Ensuring the health and safety of the children in your care and the environment in which you are working
- Administering first aid treatment as required – within the scope of your First Aid Training
- Giving each child individual attention and comfort as required
- Ensuring records are maintained and current concerning each child in your care
- Working in accordance with the licensing requirements of Childcare Legislation
- Understanding and working in accordance with the mission statement and Ladybirds & Dragonflies Childminding Service policies and procedures
- Performing general duties associated with the environment in which you are employed; including but not limited to, all aspects of food preparation, servicing and cleaning/maintenance of all areas used during your appointed booking

Additionally you will be required to:

- Maintain open communication with office staff regarding your availability
- Complete a timesheet for each booking
- Complete a medication administration form in any instance where you provide medication to a child within your care
- Complete an incident/accident form in any instance where first aid treatment to a child is required, or you receive an injury to yourself
- Complete a detailed report at the completion of each booking outlining a summary of events that occurred during the booking

Mandatory requirement of this role:

- Formal childcare qualification and/or equivalent (parenting skills, or be studying etc)
- Minimum 12 months relevant paid work experience or an equivalent combination of relevant experience and/or education/training within the field of Early Childhood (Long Day Care, Family Day Care, Outside School Hours Care, Nannying)

- Current First Aid Certificate
- Current Blue Card
- 18 years of age

How You Will Be Assessed

Your application should address each of the 11 selection criterions listed below in providing: (a) a general statement about how you meet the criterion & (b) specific examples that may relate to the descriptions within each of the criterion (if relevant). Within the context of the role described, the ideal applicant will be someone who can provide evidence for each of the criterions listed below, however please note the criterion should be used *as a guide* to complete your application.

Criterion 1

QUALIFICATIONS

- Proven record of certificate level qualification and/or higher in Early Childhood Studies
- Proven minimum 12 months relevant paid work experience or an equivalent combination of relevant experience and/or education/training within the field of Early Childhood
- Demonstrated willingness to upgrade personal skills and actively seek further professional development opportunities

Criterion 2

KNOWLEDGE

- Demonstrated a working knowledge and understanding of the Childcare Act and Childcare Regulations relevant to the state in which you are employed to work
- Demonstrated an understanding of risk management principles and practices
- Demonstrated an ability to interpret and apply legislation, guidelines, instructions, policies and procedures within the context of the role

Criterion 3

FLEXIBILITY

- Proven experience in contributing ideas, demonstrating initiative, pro activity and flexibility within the working environment

Criterion 4

PROFESSIONALISM

- Proven ability to regulate own behaviour, comprehend organisational structure and culture and act accordingly within the prescribed policy and procedure guidelines relevant to your role

Criterion 5

DECISION MAKING

- Proven ability to utilise information, knowledge and experience to analyse and act rationally and responsibly within a professional manner during both routine and unforeseeable circumstances

Criterion 6

INTEGRITY

- Demonstrated an active and positive role model within the community, treating others with just and fairness
- Demonstrated honesty and openness about one's own mistakes and misjudgements; additionally demonstrates an ability to discuss any conflicts of interest which may be present within the working environment

Criterion 7**SERVICE ORIENTATION**

- Proven ability to relate to people from diverse backgrounds and cultures without bias or prejudice
- Proven commitment to providing high quality services, fostering client relationships and embedding a service culture
- Demonstrated respect and actively listens to client and company opinions and ideas, providing feedback where necessary

Criterion 8**LEADERSHIP & TEAMWORK SKILLS**

- Proven ability to perform effectively within a team, contributing positively to team operations and working relationships
- Proven ability to provide leadership within a team environment
- Proven ability to collaborate with other professionals and organisations within a leadership role
- Proven ability to work autonomously with limited supervision
- Demonstrated self-motivation and ability to work independently when required

Criterion 9**COMMUNICATION SKILLS**

- Demonstrated excellent written, verbal and interpersonal skills with client focus
- Proven ability to maintain essential documentation relevant to the position description
- Proven capability of listening and assimilating information from others, decision making, identifying potential outcomes and consequences
- Proven experience in communicating with senior managers and staff at all levels of an organisation

Criterion 10**TEACHING SKILLS**

- Proven ability to manage child behavioural issues in a professional and sensitive manner
- Proven ability to foster children's development by encouraging curiosity and independence in learning
- Proven ability to adapt strategies to children's /clients individual needs, cultural diversity
- Proven ability to communicate effectively with children and clients
- Proven ability to deal with stressful situations or disruptions in a calm, effective manner
- Proven ability to engage children in a warm and caring environment
- Proven evidence of relevant early childhood experience and ability to plan and implement age appropriate activities for children from birth to 12yrs into the learning program

Criterion 11**GENERAL SKILLS**

- Proven ability to apply academic knowledge and concepts to practical situations
- Proven ability to administer medication and basic first aid requirements during a routine or emergency situation
- Demonstrated sound technology and computer literacy skills including the capacity to effectively use SMS, Email, print & edit basic word processing documentation
- Proven ability to work in a challenging and at times stressful environment, with proven techniques & the ability to manage these challenges and stress levels

effectively

- Proven ability to complete routine written documentation
- Proven ability to maintain and understand appropriate boundaries in relation to company policies regarding privacy, discretion and confidentiality.
- Proven ability to apply process and procedure and achieve compliance to company policies and government body standards.

Additional Information

Probationary Period

You will be employed under a 3 month probationary period, with a minimum commitment period of 12 months required should you be successful at reaching your probationary period.

Hours of Work

Staff carers are employed as casual staff. Hours of work are determined by individual family requirements.

Uniform

You will be expected to wear a uniform for the duration of your employment with our organisation purchased at your own cost but tax deductible.

Insurance

It is a requirement that staff hold public liability insurance if intended to work as a nanny with our organisation (more than 15+ hours a week). Casual carers it is optional for you to have public liability insurance however preference will be given to those carers who do for our corporate/wedding work. We can assist you to gain insurance should you require it. Insurance premiums are tax deductible.

Applying For Position

To apply for this position please return to the office via fax, email or post:

- a) copy of current resume outlining relevant childcare experience. Resume should also include two childcare related referees whom we can contact to confirm your work within the field.
- b) verified copy of relevant childcare qualifications, blue card and first aid certificate (Justice of the Peace signed) where applicable
- c) responses to the above 11 selection criteria (paragraph/dot point is fine)

Applicants are advised that LDCS will verify all documentation provided within this application in addition to completing two relevant reference checks prior to initiating an interview with an applicant. Should you be successful in reaching interview stage we will notify you within 10 working days. Applicants who have not received notification from us within 10 working days can presume their application has been unsuccessful.

If you have further questions regarding your application please contact us.

*Tami Bass - Director
Ladybirds & Dragonflies Childminding Service
PO Box 591 Burpengary Q 4505
Phone 0754330575 Fax 0754330575
Email ladybirds05@bigpond.com*

