

POSITION DESCRIPTION

POSITION TITLE:	Child Care Professional
EMPLOYER:	Aligned Leisure Pty Ltd
LOCATION:	Cardinia Life, Pakenham VIC
DEPARTMENT:	People, Compliance and Administration
REPORTS TO:	Head of Supporting services
DIRECT REPORTS:	None
TYPE OF EMPLOYMENT:	Casual

COMPANY PROFILE

Aligned Leisure is a 100% owned subsidiary company of the Richmond Football Club, established as a vehicle to manage the operations of Richmond's health, fitness and leisure business activities.

Aligned Leisure will deliver best value to our partners by aligning our programs and services with important local Municipal Health & Wellbeing Plan's that highlight unique key community priorities. Our programs and services are not about us, they are about our partners and they will at all times be in total alignment with the needs of the specific community that we are servicing.

POSITION PURPOSE:

Child Care Professionals will provide high quality Child Care during their rostered shift to children of people attending programs at Cardinia Life. They are ultimately responsible for the safety and experience of all children.

Child Care Professionals will be proactive in providing visible leadership and direction to all staff, ensuring that child care programming is operating efficiently, in accordance to regulations and procedures and with the highest possible level of service. They will act as supervisor for the child care facility and ensure compliance with all regulations and policies at all times.

KEY RESPONSIBILITIES:

1. High quality care of children

- Establish and maintain strong relationships with all child care customers to aid retention both in child care and in the facilities programs.
- Creation of a fun, welcoming and safe environment.
- Plan, implement and evaluate play and learning experiences for children in consultation with families and other educators.
- Work in partnership with families to provide programs to meet the individual needs of children and families. Provide verbal and written communication for families.
- Observe, record and respond appropriately and warmly to children's behaviour, developmental levels and special needs.
- Treat families and children equally and respect the diversity of backgrounds.
- Use positive guidance and behaviour management.
- Welcome and educate new children and parents so they feel comfortable in the child care environment.

2. Daily operation of the child care facility

- Ensure the highest levels of cleanliness, presentation and hygiene at all times.
- Ensure that the facility is set up for child care programs.
- Ensure all reports, checklists and procedures are completed and signed off by the Child Care Captain.

3. Compliance with regulations and policies

- Compliance with the National Quality Framework, National Quality Standards and Aligned Leisure policies.
- Maintain regulated staff to child ratios at all times.
- Ensure all records are maintained in accordance with the NQF and Aligned Leisure requirements.
- Maintain a thorough understanding of the child care industry, emerging trends and regulations.

4. Outstanding service delivery to all customers and stakeholders

- Aligned Leisure will be renowned for delivering outstanding service and providing memorable experiences for our customers. In your role, you will be relentless in identifying these opportunities and you will always ask yourself "How would I want a member of my family treated in this situation?"

- All Aligned Leisure staff will understand and deliver on our customer charter and service promise.

The Child Care Captain may from time to time be required to undertake other tasks as directed by the Head of People, Compliance and Administration.

KEY RELATIONSHIPS:

- Parents of children enrolled in care
- Department of Education
- Duty Captain

ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

1. Diploma in Children's Services or equivalent.
2. Current First Aid Certificate (Workplace Level 2)
3. CPR Certificate
4. Working With Children Check (or equivalent)
5. Previous experience in working with children
6. Asthma Management
7. Anaphylaxis

PERSONAL ATTRIBUTES:

1. High level communication and consultation skills, including a commitment to open, honest, two-way and frequent communication.
2. A passion to work with children
3. Focused on the customer experience.
4. A commitment to professionalism and accountability.
5. Unquestionable ethics, integrity, values and behaviours.

PERSONALITY TRAITS:

1. Caring
2. Fun
3. Measured

APPROVED:

General Manager – Operations, Aligned Leisure

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