



POSITION DESCRIPTION FOR FAMILY DAY CARE EDUCATOR

POSITION	Family Day Care Educator
NAME OF SCHEME	Colac Otway Shire Family Day Care
EMPLOYMENT CATERGORY	Licensed to Colac Otway Shire
PAYMENT	CCB Component to Educator via FDC Unit. Parent Gap fee direct to Educator.
ORGANISATIONAL RELATIONSHIPS	
REPORTS TO	Colac Otway Shire Children & Family Services Co-ordination Unit.
INTERNAL LIAISONS	Family Day Care co-ordination unit staff. Other Educator's in the scheme.
EXTERNAL LIAISONS	Parents, families, services and agencies as referred.

ROLE OF THE FAMILY DAY CARE CO-ORDINATION UNIT & STAFF

To provide, within Commonwealth Government Regulation's and Scheme Guidelines, a quality home-based child care service throughout the Colac Otway Shire that is monitored and supported to enhance the care and development of all Family Day Care children.

SELECTION CRITERIA

Applicants will be selected based on their knowledge and experience of caring for children. Applicants must be 18 years of age or more. Applicants are required to have the willingness and ability to plan an appropriate daily routine for the children in care, as well as providing developmentally appropriate learning experiences.

A positive attitude to Family Day Care as a childcare option is necessary, as well as a strong commitment to quality care. A commitment to the need for confidentiality is a requirement.

Formal qualifications are required or a willingness to complete by 2014 (minimum Cert III in Children's Serices) Working with Children Check, Police Check, Asthma, First Aid and Anaphylaxis are all mandatory. A willingness to participate in ongoing informal and professional development is requested. This training is run through the Co-ordination unit and other agencies.

Previous experience with children is essential, and this includes any children you may have of your own.

POSITION IDENTIFICATION – FAMILY DAY CARE EDUCATORS

Family Day Care is a co-ordinated childcare service whereby children are cared for in a small group in the homes of carefully selected Educator's. The Family Day Care scheme is funded by the Commonwealth Government and can provide full-time, part-time, casual or before and after school care for children aged 0-12 years of age.

GOALS

1. To provide and maintain safe and healthy environments for children.
2. To promote the physical, social, emotional and intellectual development of children.
3. To provide opportunities for children to develop positive feelings about themselves as individuals and in groups.
4. To meet the need for quality childcare.
5. To encourage positive and productive relationships with families.
6. To meet the needs of cultural diversity.

OBJECTIVES

1. To provide a range of educational, social and recreational activities which are adapted to the interests and needs of the individual child.
2. To ensure that all Regulations and Commonwealth Government Guidelines are adhered to.
3. To promote Family Day Care as a quality child care choice.
4. To ensure compliance with National Quality Standards

GUIDELINES FOR EDUCATORS

1. Are required to work from their own homes.
2. Will not exceed numbers of children determined by Regulations and State and Scheme policy, which is a maximum of seven children, of whom no more than four can be pre-school age.
3. Will personally supervise children at all times.
4. Will agree to keep all necessary records associated with the position.
5. Are required along with any other adult (over the age of 18 years) residing in the home to undergo a Police Check/Working With Children Check.
6. Will accept home visits from the Family Day Care Field Officer/Co-ordinator.
7. Will ensure that an operable telephone is connected to the home.
8. Are expected to attend in-service training as required by the Co-ordination Unit.
9. Are required to hold a current Public Liability Insurance Policy.
10. Adherence to the Privacy Act.

THERE WILL BE A THREE MONTH PROBATIONARY PERIOD FOR ALL EDUCATORS UPON COMMENCEMENT.

For further information or to apply for an application please call this office during business hours on 52329425 or 52329428.