

<b>Position title</b>	<b>Early Childhood Educator - Diploma</b>
<b>Reports to</b>	<b>Childcare Centre Manager</b>
<b>Date</b>	<b>May 2022</b>

## About EACH

EACH provides an integrated range of health, disability, counselling and community mental health services across Australia. We offer a wide range of supports to assist members of our community to lead happier, healthier lives. Our staff are a collective workforce of over 1,300 paid employees and over 300 volunteers.

**More information is available at:** <http://www.each.com.au>

<b>Our vision</b>	A healthy community where everyone belongs.
<b>Our purpose</b>	Promoting health, building hope and creating opportunity.
<b>Our values and behaviours</b>	<p><b>We care</b> We welcome you with empathy and hope. We believe making change is possible for everyone.</p> <p><b>We listen</b> We take time to understand you, your experiences and your culture. We work with you and the people important to you, to build the right supports.</p> <p><b>We learn</b> We evaluate our actions and always seek to improve.</p> <p><b>We deliver</b> We have a 'can do' attitude and find ways to say 'yes'. We do what we say we're going to do.</p>

## About the EACH Child team

EACH Child is a 122 place Childcare Centre operating from a purpose-built facility located in Ringwood East. The Centre provides care and education programs for children up to the age of five.

## Position summary

The role of the Early Childhood Educator centres around promoting the health and well-being of children in a child centred, family focused environment. The Early Childhood Educator will work to implement and evaluate a developmental program for children in line with the Early Years Learning Framework, National Quality Framework and Centre Philosophy. The program is to support children of diverse cultural backgrounds to learn, develop, and play in a safe and nurturing environment within an integrated child and family health service.

## **Deliverables**

- Provides a developmentally appropriate educational program to children aged 0-5 years in line with Early Years Learning Frameworks and National Quality Standards.
- Maintains a caring, safe and flexible environment that enables children to develop positive and supportive relationships, in order to enhance developmental and learning opportunities.
- Identifies development and/or welfare concerns in relation to individual children and in conjunction with the coordinator sources support for the child and family through referral to appropriate early intervention and/or child protection services.
- Works collaboratively and communicates effectively within the team and contributes as a positive team member.
- Maintains a professional approach to work, reflecting and improving upon personal practice.
- Provides *family focused* support and advice that enables parents and families to care effectively for and to act in the best interest of their child/ren.
- Promotes and supports family involvement within the program.
- Attend and actively participate in all staff meetings and professional development days.
- Acts in a professional and respectful manner at all times.
- Ensures the environment in which children learn and play is clean, hygienic and safe.
- Responds to illness, accidents and emergencies in accordance with Centre Policy and Government regulations.
- Follows Centre policy regarding personal health and hygiene practice

## **The professional expertise we are looking for in this role**

### Skills

- Proven ability to work in a team.
- Excellent written and verbal communication
- Actively contributes and participates as part of an integrated services team
- Demonstrates an understanding of, and displays behaviours in line with EACH's Service Principals
- Contributes to continuous quality and service delivery improvement throughout the organisation
- Acts in a manner that is not discriminative against sex or sexual orientation, colour, race, ethnicity or national origins, age, religious or ethical beliefs, disabilities, political views, illness, marital status or family responsibilities

### Experience and Knowledge

- Current experience in a Long Day Care setting.
- Demonstrated experience in an Education and Care setting working within a strength based and family centred approach.

### Mandatory Qualification/s, Competencies and/or Licences

- Completion of a Criminal History Check and Employee Working With Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced

- Diploma (or equivalent) in early Childhood Education
- Food Handlers Certificate (Desirable)

**Physical Requirements:**

- Regular bending, lifting, squatting, pushing, and pulling.

**Expected behaviours for all EACH staff and volunteers**

- acts in accordance with EACH's code of conduct and ethics, policies and procedures and is demonstrably committed to EACH's vision, mission, values and service principles
- promotes a 'safety first' culture and acts in accordance with EACH health and safety policy and management system
- promotes and supports a zero tolerance culture that recognises all people have the right to live their lives free from abuse, neglect, violence, discrimination and exploitation and acts upon EACH's commitment to recognise, raise and respond to any deviation from a person's human rights
- fosters and promotes an inclusive and collaborative work environment where all employees, volunteers and customers feel welcomed, respected, valued and enabled and proud to fully participate, irrespective of their individual differences in background, experience and perspectives. demonstrates a customer focus by prioritising the needs and outcomes of internal and external customers
- demonstrates teamwork and collaboration and positively contributes to group activities
- contributes to innovation and continuous improvement and openly shares information and knowledge to enable optimal outcomes for customers
- be curious, reflective and open to continuous learning and new ways of working
- successfully completes all mandatory training in a timely manner, to support the delivery of high quality, safe and effective service delivery