
Diamantina Shire Council

POSITION DESCRIPTION



SUSTAINABLY DEVELOPING THE OUTBACK

- 1.0 TITLE:** Children's Services Facilitator
- 2.0 AWARD:** Queensland Local Government Industry Award – State 2014
- 3.0 STREAM:** General
- 4.0 GROUP:** Administrative, technical, community service, supervisory and managerial (other than Indigenous Councils)
- 5.0 DESCRIPTOR:** Community Service
- 6.0 CLASSIFICATION:** Level 2
- 7.0 WAGE LEVEL:** 6A – 8B
- 8.0 DEPARTMENT:** Corporate and Community
- 9.0 BRANCH:** Community Development
- 10.0 LOCATION:** Bedourie

11.0 POSITION OBJECTIVE

To plan and coordinate structured child focussed activities for children aged up to 8 years including; Playgroup sessions, group eKindy sessions, Kids Club, and other vocational programs.

12.0 REQUIREMENTS OF THE JOB

a) Skills/Capabilities

- Well-developed time management and organisational skills.
- Ability to work with limited supervision.
- Strong communication (oral and written) and interpersonal skills, including the ability to liaise and communicate effectively with; children, parents, eKindy teachers, and school staff.
- Ability to use initiative and seek resources.

b) Knowledge

- General understanding of the needs of families and children.
- General understanding of the requirements to plan and implement child focussed activities.
- General understanding of the educational path of children living in remote communities.

c) Experience and/or qualifications

- 18 years of age or older.
- Current Working with Children - Blue Card.
- Experience working in a child focussed environment.
- Current First Aid and CPR certificate or the ability to quickly obtain it.
- Qualifications in Child Care or Early Childhood Education would be highly regarded.

13.0 KEY RESPONSIBILITIES OF THE POSITION

1. Plan and coordinate structured child focussed activities including; Playgroup, group eKindy, Kids Club, and other vocational programs.
2. Use initiative to research and consult appropriate resources (eg, Playgroup Qld, Brisbane School of Distance Education) when planning activities to ensure they are engaging and appropriate.
3. Liaise with the Distance Education eKindy teacher to deliver group eKindy sessions which are compatible with the program curriculum.
4. Promote Councils Children's Services programs and activities to parents and carers.
5. Collect and collate information and statistics for planning and reporting purposes.
6. Ensure that activity venues, facilities and resources are kept in a clean and tidy condition at all times.
7. Provide work progress reports to the Supervisor.
8. Communicate, solve and discuss work problems with other team members and the Supervisor.
9. Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff.
10. Ensure that Councils Quality Assurance Program is adhered to.
11. Ensure that Councils Workplace Bullying and Harassment Policy, Workplace Health and Safety Policy is upheld and all operations are carried out in accordance with this policy

Note: An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination, Equal Employment Opportunity; Workplace Health & Safety; Employee Welfare; the Environment and Service Delivery Standards. Employees must also fulfil all recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines.

14.0 KEY SELECTION CRITERIA

1. Demonstrated experience and ability in developing structured child focussed activities.
2. Sound knowledge of Playgroup, eKindy, and vocational programs.
3. Demonstrated initiative to undertake research and seek resources.
4. Demonstrated ability to work without supervision and efficiently manage time and work priorities.
5. Excellent communication skills (oral and written).
6. Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner.
7. Demonstrated commitment to Workplace Health and Safety policies and procedures.
8. Current Queensland 'C' Class Drivers Licence.

Note: As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness /medical test, drug or alcohol test, relevant skill test, personality profile and /or psychometric testing prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

15.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Community Development Coordinator

Internal Liaisons: All Council Departments

External Liaisons: The Children's Services Facilitator will be required to liaise closely with parents / carers, school principal/s, and Distance Education teacher/s to ensure that activities are meeting program criteria and responding to community demand.

16.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

17.0 APPROVALS

Reviewed By: Nicole Schellback
Community Development Coordinator

Approved by: Leon Love
Chief Executive Officer

Signed: _____

Date: ____/____/____

I, [Name] have read and understood this Position Description Children's Services Facilitator and accept the objectives and responsibilities of this position.

Applicant signature: _____

Date: ____/____/____