



## POSITION DESCRIPTION FORM

File No: PDF-F0039253

### POSITION IDENTIFICATION

Title:	Children Services Assistant	Level:	Level 3
Service Unit:	Eaton Recreation Centre	Award:	Local Government Industry Award 2020 Industrial Agreement
Directorate:	Sustainable Development	Date Effective:	10 December 2020
Reporting to:	Children Services Supervisor	Date Last Reviewed:	9 August 2024

### PURPOSE OF POSITION

- Assist in providing care to children at a high standard in a safe and fun manner that contributes to a positive customer experience.
- Ensure that all services contribute to an overall positive image of the Eaton Recreation Centre by providing excellent customer service.

### SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Assist with supervision of children and children's programs ensuring that all rules and regulations pertaining to a quality children's services facility are implemented and adhered to.
- Present a cheerful and happy demeanour to children (and their parents), and be engaging with them in activities and care.
- Ensure that all equipment used by Children Services is clean, hygienic and safe to use as per policies and procedures.
- Follow child safe practices to ensure the safety and wellbeing of all children.
- Implement programmed activities and provide feedback to the line supervisor / manager.
- Undertake on the job and off the job training as required to maintain qualifications and industry knowledge.
- Any other duties as directed by the line supervisor / manager.

### ORGANISATIONAL RELATIONSHIPS

Responsible for: Not Applicable at this level.

Internal Relationships: All Shire of Dardanup employees and Elected Members.

## ORGANISATIONAL RELATIONSHIPS

**External Relationships:** Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders, ratepayers, members and general public.

## POSITION DIMENSIONS

**Work Location:** Eaton Recreation Centre.

**Delegated Authority:** Not Applicable at this level.

**Driving Requirements:** Not Applicable.

## EXTENT OF AUTHORITY

This position operates under the direction of the Manager Recreation Centre and under supervision either individually or in a team environment, within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

## CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety legislation.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under Work Health and Safety legislation.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.

## CORPORATE ACCOUNTABILITIES

- Employees shall demonstrate the Shire’s Values “Trust, Respect, Accountability, Customer/Community, Excellence, Support” within the workplace.

## VALUES

### Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.

<b>T</b> RUST	<b>R</b> RESPECT	<b>A</b> ACCOUNTABILITY	<b>C</b> CUSTOMERS & COMMUNITY	<b>E</b> EXCELLENCE	<b>S</b> SUPPORT
 "We are committed to showing confidence and belief in each other and ensuring we do what we say we will do."	"We are committed to recognising and acknowledging each person's unique contribution." 	 "We are committed to transparency, good governance and accept responsibility for our actions."	"We are committed to providing a positive experience for our customers and our community." 	 "We are committed to being the best we can be within the organisation."	"We are committed to being a true team." 

## SELECTION CRITERIA

Essential:	<ol style="list-style-type: none"> <li>1. Current Working with Children Check.</li> <li>2. Experience supervising children aged 0 – 12 years old.</li> <li>3. A passion for child development: social and life skills, improving community members health and wellbeing.</li> </ol>
Desirable:	<ol style="list-style-type: none"> <li>1. Current First Aid and CPR Certificate.</li> <li>2. Qualification in Children’s studies, Education or similar.</li> </ol>