



Central Australian Aboriginal Congress Aboriginal Corporation Position Description

Equity and Social Justice • Respect • Recognition • Resourceful • Responsibility • Relationships



Position:	Early Childhood Educator (PN 403.1)
Division:	Child Youth and Family Services Division
Section:	Childcare - Ampe Kenhe Apmere
Salary Level:	ECL2
Position Reports to:	Childcare Manager
Location:	Alice Springs (site as directed)
Last Review:	April 2024

Role Description

The Early Childhood Educator provides support to the Team Leader and other colleagues, to ensure high quality education, care and development is delivered for children and families engaged in the service. The position assists in the planning, preparation and implementation of programs suited to the needs of the children attending Ampe Kenhe Apmere Congress Child Care.

Team Description

Ampe Kenhe Apmere Congress Child Care Centre is an approved early childhood education and care provider with placements for up to 65 children from six months to five years. The service operates with 22 staff including the Centre Manager, Preschool Teacher, Early Childhood Educators, Early Childhood Educators, as well as Administrative Finance Office, and Cook. The centre has a commitment to high quality, culturally appropriate early education and care, with staff being supported and encouraged to undertake additional training to ensure they keep abreast of current research, policies and changes within the early education and care sector.

Congress provides a comprehensive primary health care service to Aboriginal people in Alice Springs and nearby remote communities. Further information is available at www.caac.org.au.

Responsibilities

MAIN DUTIES

(This is not a comprehensive list of all duties required of the position)

- Contribute to child records that document personal and social growth, development, cultural context, learning and interests of children whilst engaging in pedagogical practice that is unbiased, inclusive and relevant to each child and to Ampe Kenhe Apmere philosophy and goals;
- Question, evaluate and address how the curriculum is operating for individual children, groups of children, and families and support the physical and personal care and well-being of children in the centre, and respond appropriately to issues of child protection.
- Use teaching strategies that support children in problem solving, creativity, and exploration of their personal and social interests.
- Report all issues that affect the operation of the service, the staff or families and the children to the management.
- Actively contribute to the team performance and the tasks of the centre including staff meetings, program reviews, quality assurance, workplace health and safety and other reporting systems;
- Contribute to the care of resources that enhance the learning program and identify and participate in professional development opportunities.
- Contribute to ensuring that all equipment is maintained following the Centre's

	policy and procedures; and • Undertake other duties (and training) that are safe, legal, logical and responsible while being within the limits of employee's skill, competence and training, consistent with the position classification.
WORK ORGANISATION (Planning and coordination)	• Undertaking informal and formal communication with families and maintaining professional ethics and relationships. • An understanding that from time to time, there may be a requirement for deployment to another Congress Centre • Be an active team member and support a service based work culture showing commitment to the organisation's strategy, mission, vision and values outlined by the board. • Take all reasonable steps to support the employment, professional development and promotion of Aboriginal people across all parts of Congress.
WORK HEALTH AND SAFETY	• Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts and omissions in the workplace. • Work in accordance with Congress' WHS policy, the WHS Act, Regulations and Code of Practices. • Ensure WHS non-conformances or incidents/injuries are notified.
VALUES AND BEHAVIOURS	• Conduct all work in line with Congress values, which are Equity and Social Justice, Respect, Recognition, Resourceful, Responsibility, Relationships. • Apply the cultural framework and adhere to community specific protocols in all aspects of work with Congress. • Apply strict confidentiality practices and guidelines to all clients, personal and commercially sensitive information.

Person Requirements (Qualifications & Attributes)

ESSENTIAL

1. Certificate III in Children's Services or proof of enrolment upon 3 months of commencement of employment.
2. Proven ability to interpret and apply information about how children learn and develop in practical ways.
3. Ability to interpret and apply information provided about a diverse range of positive teaching strategies that meet the individual learning styles of the different children.
4. Able to demonstrate a working knowledge of the Early Years Learning Framework and an understanding of the National Regulations and National Quality Standards.
5. Ability to contribute as an active team member to all aspects of the functioning of Ampe Kenhe Ampere Congress Child Care Centre.
6. Excellent communication skills both oral and written.

DESIRABLE

1. Is of Aboriginal descent; self identifies as Aboriginal and is accept as Aboriginal person by the Aboriginal community
2. Awareness of/sensitivity to Aboriginal culture and history, and knowledge of current issues affecting the lives of Aboriginal people.
3. Current First Aid certificate HLTAID012

Appointment Conditions

- Employment with Congress is conditional on the employee providing NT Working with Children Check (Ochre Card), Satisfactory Criminal History Check.
- Employee interaction with residents within communities will be taken into account as part of the final performance assessment during the probation period.
- Persons being considered for a position with Congress may be required to undergo a pre-employment medical examination and drug screen to determine fitness to perform nominated duties.

Position Description Authorised by:  April 2024
GENERAL MANAGER CHILD YOUTH AND FAMILY SERVICES DIVISION

ACKNOWLEDGEMENT

I have received a copy of the Position Description and have read and understand its contents.

_____	_____	_____
Employee Name	Signature	Date
_____	_____	_____
Supervisor Name	Signature	Date