

YMCA of the Northern Territory

Position Description



Position Title: LDC Educator
Department: Children and Family Services
Reports To: Coordinator
Direct Reports: Nil

1. Introduction

The YMCAs of Australia are guided to achieve their Mission by the following Christian values:

- We value the whole person, consisting of a body, a mind and a spirit each of which is of equal importance.
- We value the dignity and intrinsic worth of all people regardless of age, gender, ethnicity, belief or other difference.
- We value diversity of people, communities and nations.
- We value equality of opportunity and justice for all people.
- We value healthy communities based on relationships between people which are characterised by love, understanding and mutual respect.
- We value acceptance of personal responsibility.

These core values translate into four key operation values that guide our work:

Honesty – Respect – Caring – Responsibility

2. Position Summary

This position has the responsibility to work in partnership with other early childhood educators, children and families to ensure positive outcomes for children in the provision of play and leisure experiences for children attending LDC services. Educators are responsible for the direct supervision and care of children within the service, compliance with quality frameworks, adherence to safeguarding children standards and organisational policies and procedures.

3. Duties & Responsibilities

General Responsibilities

- Declare anything you become aware of through the course of your engagement with YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people
- Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect
- Adhere to all policies and procedures relating to safeguarding children and young people and the code of conduct
- Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws
- Complete WWCC prior to commencement and maintain currency throughout employment
- Complete a National/International Police Check prior to employment and at the discretion of the YMCA
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures

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- Participate in safeguarding children and young people training as directed
- Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families
- Any new program initiatives are to include consultation with children and young people, using standardised practices and resources
- Maintain a working knowledge of policies and procedures relating to safeguarding children and young people
- Attend any other training legally mandated by your role in relation to safeguarding children and young people
- Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities
- Ensure compliance with all relevant WHS legislation and policies
- YMCA expects all personnel to commit to and support all child safety strategies of YMCA of the Northern Territory (YMCA). It is an expectation of personnel to understand and respond to and promote the safeguarding of children and young people and provide feedback on child safety at YMCA.
- YMCA expects all personnel to know and abide by child protection legislation. YMCA expects all personnel to act on concerns raised about or by children and young people by immediately reporting as per the Safeguarding Reporting Policy.
- Where there are children and young people present, personnel are required to provide supervision and actively involve children, young people and parents/carers in the ongoing development and implementation of Safeguarding Children and Young People Policies.

Key Responsibilities

- Have knowledge of My Time, Our Place: the Framework for School Age Care
- Be a positive role model to children within the centre, providing encouragement and support on a daily basis.
- implement the policies, procedures and routines of the service
- Basic duties including food preparation, cleaning and gardening
- Assist in program preparation, implementation and evaluation
- Carry out daily programs at the direction of the Coordinator
- Actively supervise and make observations of children in care
- Treat all children and stakeholders with respect and dignity
- Keep children's records current and detailed, communicating with staff in relation to children's records
- Comply with licensing and all statutory and quality assurance issues
- Develop a co-operative rapport with all families, encouraging their involvement in the program, and centre activities.
- Participate in regular performance appraisals in line with policy requirements
- Project a positive, constructive image of the YMCA in the community
- Ensure the service has a positive customer service culture and that this is maintained in all activities

4. Working Relationships

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- Promote cultural diversity in the workplace, fostering collaborative and effective cross-cultural relationships with customers and co-workers
- Build strong working relationships and communicate with all YMCA staff (including direct Managers and Supervisors), YMCA customers and other external parties on a regular basis
- Attend staff meetings as required

5. **Mandatory Conditions of Employment**

- Hold a valid Working with Children Card
- Complete YMCA Safeguarding Children and Young People training and refreshers
- Obtain a satisfactory Criminal History check

6. **Selection Criteria**

Mandatory

- Current Level 2 First Aid and CPR
- Current Anaphylaxis and Asthma training
- Excellent interpersonal, presentation and communication skills

Preferred:

- Must have, or be willing to work towards minimum Certificate III in Early Childhood Education and Care (or equivalent)
- Current Food Handling certificate
- Knowledge of the My Time, Our Place Framework, National Quality Framework and the Education and Care Services National Law and Regulations.
- Knowledge of YMCA operations values and mission, desirable
- Understand and work under the guidelines of the YMCA Safeguarding Children policy

7. **Position Acceptance:**

I have read and understood the duties and requirements of my position as described above. By signing this position description I agree to and acknowledge the expectations required of me.

Please note, this position description is a guide and does not limit the requirements or tasks of your role with YMCA of the Northern Territory.

Employee's Name _____

Date _____

Employee's Signature _____