

YMCA of the Northern Territory Position Description

Position Title: Assistant Educator

Department: Children and Family Services Coordinator

Reports To: Nil

Direct Reports: OSHC Coordinator

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 early year's educational services. Assistant 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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- Be involved in the orientation of new staff members and the supervision of students and volunteers.
- Participate in staff appraisals and set relevant professional goals.

4. Working Relationships

- 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 Check Card
- Complete YMCA Safeguarding Children and Young People training and refreshers
- Obtain a satisfactory Criminal History check

6. Selection Criteria

Mandatory

- Have knowledge of the Early Years Learning Framework
- Must have, or be willing to work towards minimum Certificate III in Early Childhood Education and Care (or equivalent)
- Accredited anaphylaxis and asthma training
- Knowledge of the Early Years Learning Framework, National Quality Standards and Children's Services legislation.
- Excellent interpersonal, presentation and communication skills
- Ability to develop and foster effective, positive relationships with staff and families
- Understand and work under the guidelines of the YMCA Safeguarding Children policy
- Motivated to learn and improve practices

Preferred:

- Knowledge of YMCA operations values and mission
- Experience working in Children's Services
- Food handling certificate
- Current First Aid and CPR
- Current Anaphylaxis & Asthma Management Certificate

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.



We believe in the power of
inspired young people

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Employee's Name _____

Employee's Signature _____

Date _____