

WINDERMERE IN HOME CARE SERVICE

*Homebased childcare provided in
the families own home*

IN HOME CARE EDUCATORS INFORMATION BOOKLET



The In Home Care Co-ordination Unit

Address: 48 Station Street Pakenham 3810
Telephone: 03 5945 5000 Fax 03 5945 5099
Office Hours Monday to Friday 9.00 am – 5.00 pm
Email: lisa.smyth@windermere.org.au

Co-Ordination Unit Staff

Lisa Smyth	Manager
Rachel Uaisele	Team Leader/Placement Officer
Carol Chatfield	Administration/Quality Assurance
Lyn Hughes	Administration
Sarah Morgan	Administration
Allison Coleman	Administration
Athena Jesson	Fieldworker
Rebecca Brown	Playgroup/Fieldworker
Andrea Carmody	Playgroup/Fieldworker
Sharyn Brown	Fieldworker
Leanne Nicholls	Fieldworker

Thank you for enquiring about becoming an In Home Care Educator with the Windermere In Home Care Service. We hope that after reading this booklet you will consider a career in In Home Care and will lodge an application form to become an approved Educator with our Service.

If your application is successful our aim will be that your association with In Home Care is a long and happy one.

If you have any questions about anything in this booklet, the staff at the office would be happy to discuss it with you. Please feel free to give us a call.

Windermere In Home Care Service is continually looking at recruiting enthusiastic and caring people to join their In Home Care team. Our In Home Care Educators are professional and dedicated child care workers.

If you decide a childcare career with In Home Care is right for you, we look forward to receiving your application.

Please complete the application form in the pack and return it to:

**Lisa Smyth
Windermere In Home Care Service
48 Station Street
Pakenham Vic 3810**

I look forward to meeting you soon.

**Lisa Smyth
Manager
Windermere In Home Care**

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WHAT IS IN HOME CARE?

In Home Care is a home-based childcare service offered in the family's own home that is Commonwealth Government approved and funded. It offers reasonably priced, flexible childcare that suits the differing needs of individual families and their children.

This allows In Home Care Educators to provide highly personalised care and stimulating activities. We believe this gives children the opportunity to form strong relationships with their In Home Care Educator. This care arrangement fosters positive development for the children in the social, emotional, cognitive and physical areas.

Windermere In Home Care Service is sponsored by Windermere Child & Family Services. At present we have 35 approved and insured In Home Care Educators offering care throughout the Cardinia Shire and the City of Casey. There is always a need for new In Home Care Educators in most towns throughout the service area.

The service offers childcare 24 hours a day, 7 days per week. In Home Care Educators determine their own availability by nominating the hours and days they want to work and as our fees are deregulated you can choose to charge the Service Fee schedule or set your own childcare fees. Preference is given to potential In Home Care Educators who are available for at least 4 days a week.

In Home Care Educators are not employees of the Service, they are independent contractors and therefore they are required to operate and run their own business. This has many advantages.

Families who access In Home Care must meet the government access criteria as set by the Department of Employment Education & Workplace Relations as outlined below: -

The family has no access to existing services; or their circumstances mean that an existing child care service cannot meet their needs

And

Where the family meets one or more of the following criteria:

- The parent/s work shift work or non-standard hours
- The family lives in rural or remote area
- Has a child with an illness or disability
- One of the parents has an illness or disability that reduces the family's capacity to care for the child(ren)
- The parent/s have had a multiple birth (three or more), and/or
- The parent/s have three or more children not yet attending school

Department of Employment Education & Workplace Relations

8th Floor, Customs House, 414 Latrobe Street, Melbourne Phone: (03) 9954 2510

The Coordination Unit is responsible for administering the program. It:

- Ensures that all In Home Care Educators are registered and insured and working according to Commonwealth Government guidelines
- Conducts safety checks on the family's home
- Monitors the care provided through regular unannounced visits
- Provides playgroups and special activities for children in care
- Provides training and ongoing support for all In Home Care Educators topics include: Interactions, child protection, physical environment, children's experiences, learning, development, health, hygiene, nutrition, safety and wellbeing
- Loans equipment such as car seats, high chairs etc on short term basis

Fees are reasonably priced and charged on an hourly basis

Assistance with the payment of fees (Child Care Benefit and Child Care Rebate) is available for families eligible under Commonwealth Government guidelines, making care very affordable. This is one reason why so many families seek childcare through our service.

SERVICES OFFERED THROUGH IN HOME CARE

- Full time/part time care
- Before and after school care
- School holiday care
- Respite care – up to 24 hours per week
- Weekend, evening and overnight care
- Care for children with additional needs



IS AN IN HOME CARE CAREER RIGHT FOR YOU?

To be an In Home Care Educator with Windermere In Home Care you must:

- ❖ Be in good physical and mental health
- ❖ Have the personal qualities of maturity, tolerance, flexibility and warmth
- ❖ Be warm energetic and enjoy working with children
- ❖ Be confident that you can work in a self employed model
- ❖ Be available to work in a family's home with varying home environments and needs.
- ❖ 18 years of age or older
- ❖ Licenced to drive & have access to a vehicle
- ❖ Experienced in childcare & are able to demonstrate appropriate childcare knowledge
- ❖ Aware of the need for confidentiality and are non judgmental
- ❖ Good communicators
- ❖ Knowledgeable in the area of child development
- ❖ Able to complete the administrative tasks required by the office
- ❖ Skilled and have the ability to provide interesting and educational experiences for children
- ❖ Public Liability insured (information provided by the service)
- ❖ Police checked
- ❖ Holders of a current Working With Children Check
- ❖ Registered with a current ABN
- ❖ Holders of an approved Medical Certificate stating that they are fit to perform the duties of the job
- ❖ Have completed First Aid level 2 HTFTA301B or HLTA402B, Anaphylaxis management 21659VIC or 218VIC, Asthma management 21886VIC prior to caring for children.
- ❖ Be available to work flexible hours and are available to work at 4 days a week
- ❖ Have access to a computer printer and have a current email address.
- ❖ Work according to the services policies and procedures.
- ❖ Be available to participate in on going professional development

As an In Home Care Educator you would have the opportunity to:

- Choose working hours to suit your needs
- Set your own childcare fees or charge the fees set on the service fee schedule.
- Develop a career in the childcare industry with opportunities to achieve formal childcare qualifications.
- Provide quality homebased childcare
- Have access to professional training – train on the job.
- Establish positive relationships with the children in your care and their families

- To provide support to the families and children in your community
- Be part of a network of In Home Care professionals

START UP COSTS!

Start up costs are minimal.

Below is a list of the basic requirements:

Public Liability Insurance	All Educators are required to have adequate Insurance. This is arranged through Family Day Care Australia the cost of which is very reasonable. Written information will be provided to you – premiums can be paid fortnightly.
Police Check Fee WWC Check	\$32.50 \$77.80 + Photo
First Aid Course	Approximately \$120.00 Incl: Level II, CPR, Asthma Management & Epipen
Medical Certificate	Cost of a standard visit to your GP only
Car Restraint Check	Approximately \$20.00 + replacement cost of any frayed or damaged seatbelts
An adequate variety of toys and games	You may prefer to borrow things from the toy library Toy Library membership \$40 per year \$35 for concession
Activity materials	E.g. Play dough, paints, paper, glue etc
Equipment	E.g. Car restraints can be borrowed from the Coordination Unit office on a short-term basis. You will need to purchase some of your own equipment as you go. You will need to have access to a computer, printer, car and have your own mobile phone.

WHAT WILL YOU EARN AS A IN HOME CARE EDUCATOR?

In Home Care Educators with our service are very sought after and the role of a In Home Care Educator can be financially rewarding, Operating at full capacity is dependant on the quality of childcare provided and your flexibility. Some times it might take a short while for you to get established.

All care arrangements occur after an interview process where both the family and the In Home Care Educator determine they are both happy to move forward with the placement. A lot of your success will be dependant on your reliability, commitment, enthusiasm and the quality of the childcare you offer.

In Home Care Educators average income is approx. \$35,000 per year. Depending on your availability, you can expect to earn between \$400 and \$1000 per week before tax. As a self-employed contractor there are many tax advantages. Taxation is your responsibility and you must ensure that you keep accurate records for this purpose. The Coordination Unit can assist with information on how to keep adequate records for taxation purposes.

An In Home Care Educators levy of 90 cents per week is charged by the Coordination Unit.

At the end of this booklet is a summary of the current fee schedule. All rates are based on an hourly fee.

CAREPROVIDER SELECTION

On receipt of your application the coordination unit will review the content of your application. At this stage you will be contacted by a member of staff and invited for an interview or receive a letter thanking you for your application and advising you that you were unsuccessful. In Home Care Educator selection is subject to the satisfactory completion of this interview and your referee checks as the candidate needs to demonstrate appropriate childcare knowledge, skill and a reliable work history. Not all applicants are considered suitable for a career in In Home Care.

If after your interview and referee checks you are deemed successful and you would like to proceed further you will need to attend an Orientation program run by the Co-ordination Unit.

EXPECTATIONS OF IN HOME CARE EDUCATORS

As an In Home Care Educator you will be expected to:

- ❖ Provide high quality childcare and adhere to all the conditions contained in the service's Policy Manual and the Interim Standards for In Home Care. All In Home Care Educators are provided with a copy of these at Orientation.
- ❖ Provide a healthy and safe environment for children in care at all times.
- ❖ Provide varied and stimulating activities that cater to the developmental needs of all children in care.
- ❖ Participate in service activities, e.g., In-service training, Playgroups, etc.
- ❖ Adhere to all administration guidelines concerning, for example, accurate record keeping.
- ❖ Undergo an annual re-registration, which involves renewing your safety check; car restraint check, and updating the police check every 3rd year as well as the Working With Children check every 5 years. Re-registration is dependent on satisfactory performance as outlined above.
- ❖ To be reliable and professional at all times.

Once you start, you will have the opportunity to meet other In Home Care Educators in your area.

Regular visits from fieldworkers will provide ongoing support and should make for a comfortable transition time.

Please remember there is plenty of advice and assistance available through the coordination unit.

FEE SCHEDULE

Windermere In Home Care Service is a deregulated service.

In Home Care Educators may choose to charge their own fee. Those that charge an independent fee will need to discuss this with parents, and supply parents with a copy of their own fee schedule. (Further information on the process of setting your own fees will be available at orientation)

In Home Care Educators are self-employed and parents/guardians pay fees directly to the In Home Care Educator. The co-ordination unit will process and make payment of the childcare benefit entitlement to the In Home Care Educator.

The Service recommended fee is charged at \$15.60 per hour for one to three children and an additional \$5.20 per hour is charged for every additional child. Example, if you care for three children per hour you will receive \$15.60 per hour if you care for four children per hour you will receive \$20.80 if you care for five children per hour you will receive \$26.00.

IN CLOSING

We hope that this information booklet has assisted you in gaining an understanding of the In Home Educator role. Please feel free to phone our service if you have any further questions.