



WINDERMERE IN HOME CARE DUTY SPECIFICATION IN HOME CARE EDUCATOR

JOB PURPOSE

In Home Care Educators are responsible for the provision of high quality child care in the child's home. Windermere In Home Care's recruitment and selection procedures are a reflection of our commitment to the safety and protection of children in the care of our In Home Care Educator's.

DUTIES

- Responsibility for the overall guidance and supervision of children aged 0 –12 years
- Maintain all conditions of the Windermere In Home policy manual
- Providing care in line with requirements outlined in the National In Home Care draft standards.
- Providing a wide range of engaging indoor and outdoor experiences for children
- Planning and evaluating appropriate developmental experiences for children in care
- Developing and maintaining professional relationships with families, other In Home Care, coordination unit staff and members of the community as required.
- Developing a thorough knowledge of the needs of all children in care
- Providing a positive, responsive and relaxed environment for children

REPORTING RELATIONSHIPS

In Home Care Educators are supported and supervised by a fieldworker who makes regular unannounced visits to the IHC Educator. Formal Home Safety Checks are conducted on each care environment by the Co-ordination unit prior to care commencing. Professional Development Plans are developed with the coordination unit each year.

PRINCIPAL ACCOUNTABILITIES

Administration

- Developing and maintaining effective documentation systems of activities and experiences offered to children and information for and about children and families.
- Developing and maintaining effective record keeping systems to accurately complete fortnightly timesheets and receipts

Care Environment

- Completing daily safety audits of the care environment
- Providing a varied and engaging care environment for children
- Making regular observations of all children in care and evaluating the care environment and the needs of the children
- Participating actively in the play environment with children

Professional Development

- Attending compulsory training updates such as First Aid and Child Protection
- Attending 3 additional training activities or equivalent each registration year
- Participating in an annual Professional Development Review with a fieldworker
- Regularly reviewing the Windermere In Home Care policy manual.



KEY SELECTION CRITERIA

Minimum Education Required

- Certificate III in Children's Services achieved or commitment to working towards
- Level 2 First Aid Certificate -HLTFA301B; Anaphylaxis Management – 21659VIC; Asthma Management – 21386VIC

Experience

- Previous experience working with children from 0-12

Skills

- An ability to plan a varied and engaging care environment for children
- Demonstrable organisational and record keeping skills
- Demonstrable ability to develop and maintain positive working relationships with children, parents and colleagues
- An ability to resolve conflict in a positive way

Knowledge

- A thorough knowledge of child development of children from 0-12
- Knowledge of the health and safety needs of a child care environment
- Knowledge of good nutritional practices

Values and Attributes

- Have the personal qualities of maturity, tolerance, flexibility and warmth
- Have a genuine interest in the care and development of young children
- Be in good physical and mental health

Additional Requirements

- Have a mobile phone
- Be available to work at least 4 full days per week
- Be able to provide a completely smoke free environment
- Hold a current drivers license and have access to a motor vehicle.
- Hold a current Working With Children Check
- Hold a current Police Check