

## Position Description

*Private and Confidential*

### **Educator Certificate III Trained**

## The Organisation

LiveBetter is an organisation formed through an amalgamation of several like-minded, regionally based community service organisations that recognised the need for specialist service provision for the people of regional Australia.

Delivering a range of aged, disability, carer, child & family, mental health and clinical services, LiveBetter takes a holistic approach to working with customers seeking to ensure that customer needs and preferences are met. As well as service delivery LiveBetter assists customers with information, linking and referrals.

The major organisations that merged to form LiveBetter are CareWest [Central West, Orana, Far West, Northern and Riverina Murray regions of NSW], Excelcare [Central Queensland], Age Concern [Albury NSW], Family Link [Wagga Wagga NSW], There4U [Central Queensland], Home and Community Care services [Broken Hill] and Translinc [Central West NSW]. Several other organisations had previously amalgamated with CareWest over the past ten years.

LiveBetter and its antecedent organisations have undergone a period of significant growth, with continuing growth in staff numbers, service capacity and diversity and geographic spread. To support this growth, LiveBetter invests heavily in corporate infrastructure and management systems as well as staff training and development.

LiveBetter employs approximately 1500 staff operating in offices, homes, preschool, respite centres and community hubs across regional and rural Queensland and NSW. Working alongside our staff are more than 250 volunteers who provide extra support and services to our customers and communities. Our annual revenue is now more than \$90 million with strong growth forecast.

LiveBetter is positioned as one of the largest regionally-based providers of community services in Australia. Although we are a large organisation, we remain focused on ensuring programs and services are provided by local staff and tailored to the individual needs of local people and communities.

**Our Purpose: Enabling the people in regional rural and remote Australia to live their best lives.**

## Our Values

LiveBetter's Values guide the way we conduct ourselves. This includes how we interact with our clients, community and business partners and how we treat each other. LiveBetter's Values are:

- **Integrity:** We live out our values, are honest and ethical in all our dealings and are accountable for our actions.
- **Respect:** We value the individual. We recognise the rights and choices of the client, employees and the community. We encourage teamwork and support diversity within the team.
- **Cooperation:** We strive to identify and create value from partnerships and alliances with other organisations, agencies, businesses, communities and within our own organisation.
- **Empowerment:** We believe that individuals and communities should be encouraged and supported to realise their full potential.

**Excellence:** We strive for excellence and best practice in all that we do as individuals, teams and as an organisation.

## The Position

<b>Position title:</b>	Educator Certificate III Trained
<b>Location:</b>	Orange
<b>Job Type:</b>	Casual
<b>Reports to:</b>	Preschool Director Team Leader/ Preschool Project Officer-Orange
<b>Direct reports:</b>	Nil

## Child and Family Services

LiveBetter's Child and Family Services team provide support to a diverse group of clients across the organisation. Child and Family Services are primarily concerned with providing children and their families' opportunities to overcome obstacles to participation within their communities.

The key projects undertaken by Child and Family Services include, LiveBetter Preschools, Intensive Family Support and Caring for Burray.

## Job Summary

As a Certificate III Qualified Educator, you are expected to be an active member of a team which provides high quality early childhood education and care to children. Under the guidance of the Teacher/Director and Diploma Educator you will be required to:

- Develop strong relationships with children at the service;
- Develop strong relationships that support and partner with families and the community;
- Assist in implementing the policies and associated procedures of the organisation;
- Contribute toward continuous improvement in all areas of the service's operations.
- Attend Professional Development opportunities and Pre-School Meeting during Term Break or when advised by Management.

## General Responsibilities

- To work in accordance with the requirements of the *Children (Education and Care Services National Law Application) Bill 2010, Education and Care Services National Regulations* and the *National Quality Standard for Early Education and Care*;
- Working in accordance with the *Code of Ethics of the Early Childhood Australia*;
- Assisting in implementing the services' philosophy in undertaking all other duties;
- Working in accordance with the policies and associated procedures of the organisation;
- Assisting in developing the Early Years Learning Framework and National Quality Standards in practice.
- Assisting with developing and implementing a play-based curriculum.

*Please refer to the attached detailed Position Responsibility Document that outlines responsibilities as per the National Quality Standard.*

**Risk**

All staff must be aware of operational and business risks. They should:

- Provide input into various risk management activities assist in identifying risks and controls.
- Report all emerging risks, issues and incidents to their manager or appropriate officer.

**Person Specification**

**Essential**

- Certificate III in Children’s Services.
- Current First Aid Certificate, Anaphylaxis and Asthma Management training.
- Current Statement of Attainment for the course ‘Identify and Respond to Children and Young People at Risk’ CHCCHILD1B or CHCCHILD1C.
- Sound verbal and written communication skills allowing you to build and maintain relationships with children, staff, families and the community.
- Ability to work as part of a team.
- A caring attitude along with a genuine interest in working with children in a preschool based environment.
- Current Drivers licence

**Desirable**

- Experience working with children with additional needs.
- Experience working within the Early Childhood Sector preferably in a Community based preschool.

**Other requirements**

1. Pass a Police Check, a “Working with Children Check” and a pre-employment medical assessment (including drug and alcohol screening).
2. Advise LiveBetter in writing of any conditions which may impact ability to carry out the responsibilities required of the role.
3. Ability to be flexible with work hours to meet reasonable demands of the position.

**Remuneration**

An appropriate remuneration package in line with the skills and experience of the successful candidate will be negotiated. Salary packaging opportunities are available.

The position is under the Children’s Services Award 2010.

I hereby acknowledge that I have received my Position Description and understand what my duties and responsibilities are:

Employee Name:		Date:	
Signature:			