

## Position Description

*Private and Confidential*

### Trainee Preschool Educator

## The Organisation

For over 35 years, LiveBetter Community Services has been delivering specialist service provision for the people of regional Australia. We are a not-for-profit organisation, originally formed through an amalgamation of several like-minded, regionally based organisations, with our head office based in Orange NSW and around 50 homes, day centres, respite cottages, offices and community hubs across Central Queensland and regional NSW.

Currently we deliver more than 80 customer-focused service programs across the aged care, disability, community development, child and family, Out of Home Care, clinical and mental health sectors, from offices and facilities in more than 45 communities. We employ more than 1600 people and 400 volunteers and in the last 12 months we provided care and support to more than 13,000 individuals and families living in regional, rural and remote communities.

Focusing on support in the home, and connections to the community, our approach to service delivery is to work with our customers in a holistic manner, seeking to meet their goals, needs and preferences. We also assist community members with information, linking and referrals.

As the need for community services remains strong, LiveBetter continues its significant growth, with steady growth in staff numbers, service capacity and diversity and in geographic spread. To support this growth, LiveBetter invests heavily in corporate infrastructure and management systems as well as staff training and development.

LiveBetter's annual revenue is more than \$100 million. 80% of revenue comes directly from Commonwealth and State Government funding, with service user contributions and revenue from commercial activities making up the balance.

LiveBetter is positioned as one of the largest regionally based providers of community services in eastern Australia. LiveBetter remains focused on ensuring programs and services are provided by local staff and tailored to the individual needs of local people and communities.

**Our Purpose:** *We inspire possibility by giving people access to support in their chosen community*

**Our Mission:** *By connecting capable, passionate and caring locals with those who need support*

### 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>	Trainee Preschool Educator
<b>Location:</b>	Orange
<b>Job Type:</b>	Fixed Term Full time (1 year) Traineeship
<b>Reports to:</b>	Centre Teacher/Director
<b>Direct reports:</b>	Nil

## Service Description

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, Out of school hours care, Early Intervention Parenting Programs and Caring for Burray.

## Key Position Responsibilities

The primary objective of this position is to contribute to the centre operations and staff team in the provision of quality Pre-School Education which is responsive to children's, parents and community needs.

Core responsibilities for this position include:

- To complete Certificate III in Children's Services through TAFE N.S.W. via formal education and on the job training.
- To contribute to and participate in the provision of an inclusive curriculum, in consultation with trained staff, catering for all developmental areas, encompassing anti-bias/cross cultural perspective and reflecting the service philosophy.
- To supervise and positively interact with children in a manner appropriate to children's individual development needs, providing a positive role model for children.
- To participate in and contribute to the development and maintenance of cohesive staff team and maintain appropriate communication channels with the staff team, families, children and the community.
- To contribute to the development and maintenance of a positive, professional relationship with families.
- To create an environment that reflects the philosophy, policies and procedures of the service and complies with health and safety requirements of existing legislation.
- To operate within the requirements of the Licensing and Funding bodies and Pre-School philosophy, policies and procedures.
- To abide by existing Codes of Conduct.
- To contribute to the operation of the Pre-School
- Assist with LiveBetter's Vacation Care service during term breaks.

## 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.

## 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

## Essential

- 18 years of age or older.
- A caring attitude and a passion for working in the Early Childhood Learning Industry.
- Good verbal and written communication skills.
- Willingness to successfully complete Certificate III in Child Studies.

## Desirable

- Completion of Year 12
- Current Australian Drivers Licence

## Other requirements

1. Pass a National Criminal History Check, 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.

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

Employee Name:		Date:	
Signature:			