



# Child Development Assistant Position Description

<b>Reporting to:</b>	Team Leader	<b>Work location:</b>	Tara
<b>Department:</b>	54 reasons	<b>Budget holder:</b>	No
<b>Team:</b>	Play2Learn	<b>Direct reports:</b>	Nil

## About 54 reasons

54 reasons is Australia's leading child rights organisation, proudly part of the Save the Children Australia Group and global movement. We're here to make sure that everyone understands their rights. So that children and young people have their rights met and thrive, in all their diversity.

We champion the children, young people and families we work with. We are inspired by the curiosity and creativity of children, and motivated by the love of those who care for them. With the child's voice at the centre, we provide quality services to children and their caregivers, advocating with them so that children develop, learn, and are connected, safe and confident.

Our people are proudly local, and as diverse as the communities we serve - in every state and territory, and across regions, remote areas and capital cities. With operations in every state and the NT, our services span the early years and school engagement, youth justice, domestic and family violence and family support, and our practice is grounded in child rights and participation.

## Role Purpose

The Child Development Assistant actively engages children to build their skills in all developmental areas to get them ready to transition into education, and engages parents/carers in the delivery of a quality program in order to facilitate improved relationships between parents/carers and children. The Child Development Assistant supports the creation of an environment of trust and respect with families and children to maximise participation and assist in identifying where additional support and external services may be required.

Child Development Assistants contribute to Save the Children's purpose to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

The key focus areas for the Child Development Assistant are:

- Provision of quality service delivery
- Engagement with families
- Collaboration with team members

## Key Areas of Accountability

### Service delivery

- Work under supervision of the Team Leader to deliver a quality and effective program, including set-up, program facilitation and preparation of materials
- Observe behaviour of children and parents to assist in determining development needs
- Contribute to program planning, building on existing strengths and seeking opportunities for enhancement and improvement
- Maintain and clean resources to a safe standard, to ensure they are in good condition and working order

### Engagement with families

- Actively engage with families and encourage parent participation in activities to facilitate improved family relationships
- Create a welcoming and safe environment for families and children, to better understand children's needs and develop appropriate programs
- Ensure that all practice is culturally appropriate and suitable for families engaged in the program



**Teamwork and collaboration**

- Consult with broader team to identify potential referral needs
- Maintain open lines of communication with team members, encouraging the sharing of knowledge
- Actively participate in team meetings and discussions to contribute to a professional, cohesive environment

**Health, safety, security and risk management**

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team’s programs and workplaces and ensure appropriate elimination or mitigation measures are applied

**Child protection and safeguarding requirements**

- Maintain a child safe environment at the workplace and safeguard children’s rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

**Person Specification**

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**Essential knowledge or experience**

- Demonstrated skills, knowledge, understanding and experience working with families from a range of different socioeconomic background and culturally diverse backgrounds.
- Demonstrated experience working with children aged 0-5 and their families
- Working knowledge of childhood development needs and understanding of stages and influences
- Ability to create rapport and build relationships with adults and children from diverse cultural and socio-economic backgrounds
- Sound time management and organizational skills, and ability to manage and plan own workload
- Knowledge of local community services/resources
- Knowledge and/or experience in handling child protection concerns and processes
- Strong communication skills
- Ability to work independently and as part of a team

**Required qualifications and/or accreditations**

- Minimum Certificate III in Children’s Services or equivalent experience or qualification.

**Additional Information**

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- Any offer of employment at 54 reasons will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check
- Employees must sign on to Save the Children Australia’s Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- 54 reasons is an Equal Opportunity Employer

<b>Driver’s Licence:</b>	Required	<b>Travel:</b>	Local travel required.
<b>Working with Children Check:</b>	Required	<b>Assets:</b>	None