

## Position Description

<b>POSITION:</b>	Play Room Coordinator/Child Care Worker <b><u>Working in the Virtual Residential Parenting Service</u></b> Diploma in Childcare - Fixed term till 30 <sup>th</sup> June 2024
<b>OPERATIONAL BASE:</b>	<b>Carramar</b>
<b>VACCINATION CATEGORY:</b>	A
<b>HOURS:</b>	8 hours per week 9.30am -1.30pm Tuesday and Wednesday
<b>RESPONSIBLE TO:</b>	Director of Clinical Services through Residential Unit Nurse Unit Manager

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### **KEY SELECTION CRITERIA:**

1. Diploma in Childcare, minimum two years' experience
2. Ability to work as part of a multidisciplinary team
3. Excellent communication skills both written and oral
4. Demonstrated awareness of age appropriate child development and play
5. Experience in planning programs and age appropriate play activities for ages 0-4years
6. Current First Aid Certificate

### **Desirable**

1. **Experience in working in a virtual playgroup or virtual model of care**

### **CONDITIONS OF EMPLOYMENT**

- Fixed, Part-time employment status in accordance with The Named NSW (Non-Declared) Affiliated Health Organisations' Health Employees Agreement.
- The majority of Karitane's services close for approximately two weeks over the Christmas/New Year period, during which time employees are required to take leave.
- Karitane supports a smoke free environment including grounds, buildings and vehicles.
- Applicants will have a commitment to EEO & WHS&R Policies, ethical practice and the principles of cultural diversity.
- Relevant Criminal History, Working with Children's Check, Apprehended Violence Orders and prior employment checks, including relevant disciplinary proceedings, will be conducted on recommended applicants.

### **SUMMARY ROLE AND FUNCTION**

- Karitane staff provide safe, effective, quality care consistent with the organisation's mission, philosophy, values and standards of care, and adhere to the Professional Code of Conduct.
- To work as a member of the Virtual Residential Unit team by providing an age appropriate play and education programs for the families participating in the virtual program.
- To provide virtual playgroups and individual play sessions for families attending the Virtual Residential Unit Service program within Karitane.
- Participate in client data collection training and attend to data input as required

## **STATEMENT OF DUTIES**

Listed are the primary duties of this role and the Performance Standards required to undertake the duties.

## **RESPONSIBILITIES**

### **PROFESSIONAL**

#### **Duties**

1. Develop programs and activities in consultation with the Virtual Residential Unit Team which is appropriate to the developmental needs of the children
2. Develop a virtual program in consultation with the clients and nursing staff that includes their identified goals and work in partnership to achieve best outcomes
3. Provide a balance of individual and group experiences.
4. Guide behaviour in a positive manner.
5. Maintain and respect client confidentiality at all times.
6. Attend regular staff meetings.
7. Refer to nursing staff, any concerns regarding management or treatment of their child/children.
8. To maintain a high standard of hygiene and cleanliness at all times.
9. Identify and report and child at risk issues.
10. Ensure the playroom and equipment is monitored regularly for safety and quality in line with the WH&S standards at Karitane.
11. Promote the importance of play in childhood and development.
12. The incumbent position may be directed by nursing management to undertake new or additional tasks in response to the changing work environment.
13. Ensure programs developed are sensitive to the needs for clients in a virtual space, are culturally safe for families with diverse needs including; Aboriginal and Torres Strait Islander families, LGBTQI+ as well as families identifying as culturally and linguistically diverse.

### **QUALITY IMPROVEMENT**

#### **Duties**

Participate in outcome based quality improvement activities that optimise levels of care, and improve customer satisfaction.

#### **Performance Standard**

This is demonstrated by your ability to:

- Evaluate practice and identify areas that could be improved
- Participate in Quality Management activities and Accreditation programs.

## **UNIVERSAL STATEMENT OF OBLIGATIONS**

### **EDUCATION AND PROFESSIONAL DEVELOPMENT**

2. Identifying knowledge in areas of improvement and pursue appropriate continuing education and clinical updating.
3. Attend mandatory education in Fire, Manual Handling and any other training courses specified by management which will enhance personal development and productivity requirements.
4. Recognise and respond to the need for accurate health promotional information for clients, visitors and other members of staff.

### **CLINICAL AND/OR CORPORATE GOVERNANCE**

- Identifying the needs of clients, visitors and where possible adapt services to meet those needs.

- Understand the accreditation processes within Karitane and participate in the implementation of improvement strategies.

## **KARITANE VALUES**

- *Respect*
- *Innovation*
- *Collaboration*
- *Excellence*

Demonstrate a personal commitment to the organisation's Values

Be inclusive of and positively affirm diverse ideas, backgrounds and cultures.

## **CODE OF CONDUCT**

- Adhere to the Ministry of Health and SWSLHD professional Code of Conduct & Ethics.
- Demonstrate accountability and ethical behaviour in the performance of all duties.
- Respect the physical, emotional, social and spiritual needs of the client and their carers, including their right to be involved in decision-making affecting their health care.
- Report any suspected cases of child neglect or abuse to immediate manager.
- Be aware of medico/legal responsibilities.
- Maintain confidentiality and privacy at all times.
- Report suspected or actual; fraud associated with the workplace.

## **WORK HEALTH & SAFETY, SECURITY AND FIRE SAFETY:-**

- Maintain a current driver's licence and provide a photocopy of same at annual performance appraisals.
- Adhere to Karitane's Work Health and Safety policy and procedures.
- Commitment to and understanding of NSW Health Smoke Free- free Health Care Policy
- Assist with the security of the building through the correct handling of keys.
- Report any damage or repairs required to buildings, furniture and equipment to the appropriate supervisor so that repairs can be arranged.
- Adhere to Karitane's procedures for 'Risk Management' of identified risks.
- Ensure all office equipment and lighting is turned off and work area is secure before leaving each day.
- Attend education sessions regarding WHS, security & fire safety.
- Follow the protocols for Incident Management & Reporting.
- Participate in security risk identification/assessment & report any suspicious occurrences/ potential for aggressive episodes.
- Assist management in the creation and maintenance of a 'zero tolerance zone' where staff and clients can enjoy an environment in which violence and verbal abuse is not tolerated.

## **EQUAL EMPLOYMENT OPPORTUNITY, CULTURAL DIVERSITY AND ANTIDISCRIMINATION**

- Be aware of and act within the bounds of the EEO Policy of SWSLHD.
- Be aware of and act within the bounds of the Anti-Discrimination policy of SWSLHD.
- Respond positively to the cultural beliefs and practices of clients, visitors and other staff members.
- Be actively involved in the optimizing service provision to people of Non English Speaking Backgrounds and Aboriginal and Torres Strait Islander backgrounds.
- Be aware of the NSW Health Zero Tolerance Policy.

### **Performance Management:**

Performance appraisal will be carried out at three months and then annually with the Nursing Unit Manager.

**Exit Interview**

Participate in an Exit interview on termination.

I agree to strictly observe the Health Service's policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

As the incumbent of this position, I have read this Job Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with the policies and procedures of Karitane.

.....  
Employee

.....  
Date

.....  
Chief Executive Officer

.....  
Date

### Play Room Coordinator/Child Care Worker - Job Demands list

PHYSICAL DEMANDS	FREQUENCY
<b>Sitting</b> - remaining in a seated position to perform tasks	<b>Frequent</b>
<b>Standing</b> - remaining standing without moving about to perform tasks	<b>Frequent</b>
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	<b>Frequent</b>
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	<b>Infrequent</b>
<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks	<b>Occasional</b>
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks	<b>Occasional</b>
<b>Kneeling</b> - remaining in a kneeling posture to perform tasks	<b>Infrequent</b>
<b>Squatting / Crouching</b> - Adopting a squatting or crouching posture to perform tasks	<b>Infrequent</b>
<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery	<b>Infrequent</b>
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps	<b>Infrequent</b>
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	<b>Infrequent</b>
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	<b>Infrequent</b>
<b>Lifting / Carrying</b> - Heavy lifting & carrying: 16kg & above	<b>Not Applicable</b>
<b>Reaching</b> - Arms fully extended forward or raised above shoulder	<b>Occasional</b>
<b>Pushing / Pulling / Restraining</b> - Using force to hold / restrain or move objects toward or away from the body	<b>Infrequent</b>
<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing forward)	<b>Occasional</b>
<b>Hand &amp; Arm Movements</b> - Repetitive movements of hands and arms	<b>Frequent</b>
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	<b>Frequent</b>
<b>Work At Heights</b> - Using ladders, footstools, scaffolding, or other objects to perform work	<b>Not Applicable</b>
<b>Driving</b> - Operating any motor powered vehicle	<b>Infrequent</b>
PHYSICAL DEMANDS	FREQUENCY
<b>Sight</b> - Use of sight is an integral part of work performance e.g. computer screens	<b>Constant</b>
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone enquiries	<b>Constant</b>
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals Not	<b>Infrequent</b>
<b>Touch</b> - Use of touch is an integral part of work performance	<b>Infrequent</b>
PHYSICAL DEMANDS	FREQUENCY
<b>Distressed People</b> - e.g. Emergency or grief situations	<b>Infrequent</b>
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	<b>Infrequent</b>
<b>Unpredictable People</b> - e.g. Dementia, mental illness, head injuries	<b>Infrequent</b>
<b>Restraining</b> - involvement in physical containment of patients / clients	<b>Not Applicable</b>
<b>Exposure to Distressing Situations</b> - e.g. Child abuse, viewing dead / mutilated bodies	<b>Infrequent</b>
PHYSICAL DEMANDS	FREQUENCY
<b>Dust</b> - Exposure to atmospheric dust	<b>Not Applicable</b>

<b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures	<b>Not Applicable</b>
<b>Fumes</b> - Exposure to noxious or toxic fumes	<b>Not Applicable</b>
<b>Liquids</b> - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	<b>Not Applicable</b>
<b>Hazardous substances</b> - e.g. Dry chemicals, glues	<b>Not Applicable</b>
<b>Noise</b> - Environmental / background noise necessitates people raise their voice to be heard	<b>Infrequent</b>
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	<b>Not Applicable</b>
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	<b>Infrequent</b>
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C	<b>Infrequent</b>
<b>Confined Spaces</b> - areas where only one egress (escape route) exists	<b>Not Applicable</b>
<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven ground	<b>Infrequent</b>
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	<b>Not Applicable</b>
<b>Working At Heights</b> - Ladders / stepladders / scaffolding are required to perform tasks	<b>Not Applicable</b>
<b>Biological Hazards</b> - e.g. exposure to body fluids, bacteria, infectious diseases	<b>Not Applicable</b>

### STATEMENT OF PHYSICAL STATUS

I have read the inherent job requirements for the position. I understand the listed physical, sensory, psychosocial and environmental requirements and the hazards of the position and mark the declaration below:

- I am not aware of any health condition/s (physical or mental) that might prevent me from performing the inherent requirements of this position.
- I have a health condition that may require the employer to provide me with services or aids (adjustments) so that I can adequately perform the inherent job requirements. Any adjustments I may need have been discussed with positions manager, prior to completing the health declaration.

I am aware that any false or misleading statements may threaten my appointment or continued employed with Karitane.

Employee Name: \_\_\_\_\_  
Please print

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Manager's Name: \_\_\_\_\_  
Please print

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_