



Njernda Aboriginal Corporation

NJERENDA ABORIGINAL CORPORATION

POSITION DESCRIPTION

Berrimba Childcare Centre Diploma Educator

PURPOSE OF THE ROLE






Berrimba Childcare Centre's Educators are responsible for supporting the Lead Educator to implement the program and routine for their room. Educators will be required to observe and record children's learning and development and communicate this with lead educators and Berrimba management. To assist in planning and developing activities to contribute to the program, whilst assisting to keep routine, and provide high quality childcare to meet their children's individual needs

Position Details	
Position Title:	Berrimba Childcare Centre Diploma Educator
Location / Department / Division:	Berrimba childcare center, 94 Hare St Echuca 3564
Reports to:	Early Years Manager
Positions reporting to this role:	NIL
Hours:	37.5 per week, full time
Budget / Funding:	Berrimba
Award and Pay Grade / Level:	Award: Children's Services Award Level / Grade: 4.3 after 2 years
Pay Point classification (if applicable)	Pay point:
Position Description last reviewed:	30/09/2025
Key Accountabilities	
Enter key accountabilities	
<ul style="list-style-type: none">• Ensure the provision and maintenance of a rich and safe learning environment that is actively and effectively supervised at all times.• Assisting Room Leaders to implement an age-appropriate developmental program for children in their care based on individual interests and needs using The Early Years Learning Framework.• Prepare and supervise play and learning activities• Support the participation of children with extra needs in the program.• Guide and promote positive social interactions between children.• Record and maintain observations for the children in their care catering for their individual interests and developmental needs.• Assisting with implementation of daily care routines.• Maintain a safe, clean and appealing environment.	

- Assisting to build responsive relationships with families and specialist services to enable sharing of children's learning and development.
- Assist in supporting, mentoring and supervising student placements.
- Work collaboratively with other staff and management of the Centre to create a culturally safe environment where families and children feel supported and safe.
- Work in consultation with Room Leaders to develop additional aspects of your program such as holding special events, elder's visits, excursions, and health service visits.
- Relieve staff for breaks and planning when required.
- Active involvement in evacuation procedures and fire drills, creation of evacuation procedures for individual rooms and center with OHS representative and Management.
- Take appropriate and timely action as necessary to ensure the health and safety of children attending the Centre and while on approved activities outside of the service.
- Ensure all relevant regulations and the Centre's policies and procedures are adhered to.
- Awareness of Mandatory Reporting obligations and participation in training.
- Provide regular, accurate and timely reports weekly to the Lead Educator on the implementation and review of the program, children's learning and development.
- Complete within required timelines all relevant program related reports and data collections required by funding bodies, line management and management at Njernda.
- Actively encourage parent input into program planning and involvement in program activities as appropriate.
- Provide regular information on programs, service operations and child development for parents in the form of newsletters, posters and notices.
- Provide feedback to parents on their child/ren's progress and alert them to any development issues/challenges.
- Actively participate and contribute in staff meetings.
- Any other relevant duties, within scope of skill level and training, as required by your manager from time to time.

Organisational Responsibilities
Positively promote Njernda within and externally to the organisation
Comply with the Njernda Code of Conduct
Each employee has a responsibility to comply and promote practices with all Njernda policies and procedures and familiarise themselves with those relevant to their position
Comply with relevant registration bodies mandatory continuing professional development requirements as applicable, but not limited to case reviews, staff meetings, planning forums, service reviews and the integration of client feedback
Carry out all work and interactions in alignment with Njernda values
Apply the highest level of confidentiality, understanding that confidentiality is an imperative for clients, their families, fellow employees and Njernda Aboriginal Corporation.
Commitment to ensuring a culture of child safety, preventing child abuse, and abiding by the child safety principles
Each employee has a responsibility to comply with and promote relevant legislation and professional standards in relation to safety, quality and risk relevant to their position
Each employee has a responsibility to comply with and promote compliance with their industry standards and relevant regulatory requirements
Participate in performance appraisal and supervision processes
Follow all work / occupational health and safety policies and procedures associated with conducting activities on or offsite

Njernda Values

All staff are expected to behave in a way that is in alignment with our values:	
Respect 	Establish relationships based on respect and trust. Treats people with dignity, fairly and openly. Demonstrates personal standards of consistency, tolerance and patience.
Accountability 	Taking ownership and initiative of Njernda values to ensure trusted collaborations are formed. Be thoughtful of the impact of one's own behaviour on others.
Resilience 	Encouraging cultural and spiritual growth to enable personal growth
Advocacy 	Working to transform the disadvantaged and challenge the causes that impact on our community.
Cultural Sensitivity 	Welcoming and serving our community with understanding and without judgement.

Key Relationships

Internal	External
<ul style="list-style-type: none"> Berrimba childcare center staff 	<ul style="list-style-type: none"> Parents and families
<ul style="list-style-type: none"> Educational leader 	<ul style="list-style-type: none"> Other Njernda departments; allied health professionals
<ul style="list-style-type: none"> Early Years Manager 	
<ul style="list-style-type: none"> Other Njernda staff 	

Selection Criteria

Essential:

- Diploma in Early Childhood education and care

Skills

- Demonstrated knowledge of Early Years Learning Framework (EYLF).
- A sound understanding and knowledge of Early Childhood Development.
- Sound classroom management skills.
- Demonstrated observation and assessment skills relevant to childhood development.
- Strong verbal and written communication skills.
- Strong collaboration and teamwork.
- Safe food handling skills.
- Understanding of Aboriginal and Torres Strait Islander Culture or willingness to learn about cultures, histories and ways of being, including trauma informed practices and culturally safe service delivery.

<ul style="list-style-type: none"> Ability to work in a culturally respectful and inclusive manner with Aboriginal children, families and communities.
Experience
<ul style="list-style-type: none"> 3 years of work experience working in a Child Care Program / education & care or within an early childhood setting
Satisfactory evidence of: Pre-employment checks not limited to at least two professional referees, proof of identity and qualifications, National police check, Working with Children's Check, full Victorian driver's license, disclosure of any pre-existing illness / injury and vaccination status in line with Njernda's current policy and procedure, and as applicable – eligibility to work in Australia, professional/regulatory licenses, registration and current good standing, and clearance on aged care banning orders.
Desirable:
<ul style="list-style-type: none"> Work experience in regional / rural Australia

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____ Date: / /

Print Name: _____

PLEASE KEEP A COPY OF THIS POSITION DESCRIPTION FOR YOUR RECORDS

cc: Employee File