

Duty Statement for Child Support Worker

Purpose of position

The Child Support Worker will care for children whose parents are attending short appointments for community service providers primarily for WOMEN'S Healthworks clients in the Joondalup Lotteries House.

Care will generally be provided on a one-to-one basis for up to one hour at a time.

As there could be times when there are no children in attendance, the Child Support Worker may either be allocated administrative tasks or participate in an activity of their own choice eg. student - course work.

Lines of responsibility

The Child Support Worker will report to the Co-ordinator Community Services - City of Joondalup.

Duties

General

- Ensure the safety of children at all times.
- Maintain an accurate attendance sheet.
- Greet children and parents in a warm and friendly manner.
- Interact positively with children, parents and other staff. Model good social skills.
- Ensure the environment is clean, safe and free of hazards.
- Ensure that hygienic toileting and nappy changing procedures are practised.
- In consultation with the co-ordinator and parents, provide activities to occupy the child for short periods of time.
- Ensure children are protected from the risks of sun exposure and ensure they wear a hat if outdoors.
- Record details of any incident/accident in the incident/accident book.
- Implement emergency procedures if required.

Before children arrive

- Arrive ten minutes before the start time to allow enough time to set up and prepare for children's arrival.
- Set up activities, equipment and toys.
- Check for any other hazards in the inside or outside environment. Alert the co-ordinator immediately of any hazard that might pose a risk to children.

When children are present

- Closely supervise all children at all times – ensure all children are in direct line of sight at all times.
- Interact warmly with parents and children at all times.
- Provide children with opportunities to participate in a range of play activities.
- Provide opportunities for children to have positive interaction with others.
- Provide children with positive guidance towards appropriate behaviour.
- Seek advice and/or assistance from the co-ordinator should you encounter any difficulties in positively guiding children's behaviour.
- Ensure that children are not subjected to any form of corporal punishment, punishment by solitary confinement, punishment by physical restraint or other demeaning, humiliating or frightening punishment.
- Ensure that all children are protected from any bullying, violence or harassment from others.

After children leave

- Pack away toys and equipment.

Acceptance of duty statement.

I understand the responsibilities of the position of Child Support Worker as detailed in this Duty Statement.

Child Support Worker	Co-ordinator
Signature of Child Support Worker	Signature of Co-ordinator
Date	Date