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# Diamantina Shire Council

## POSITION DESCRIPTION

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- 1.0 TITLE:** Library and Children's Services Facilitator
- 2.0 AWARD:** Queensland Local Government Industry (Stream A) Award – State 2017
- 3.0 SECTION:** Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services
- 4.0 CLASSIFICATION:** Level 3
- 5.0 DEPARTMENT:** Community and Economic Development
- 6.0 BRANCH:** Community Services
- 7.0 LOCATION:** Birdsville
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### 8.0 POSITION OBJECTIVE

To plan and coordinate structured child focussed activities for children aged up to 8 years including; Playgroup sessions, Kids Club, and other vocational programs.

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### 9.0 COUNCIL'S VALUES

- **Innovation & Continuous Improvement:** Council and staff seek to overcome challenges and take advantage of opportunities through a commitment to innovation. Through innovative thinking and constant review of our practices and approach, we are continually improving our performance and service delivery.
  - **Teamwork:** We recognise the importance of maintaining a creative and responsive work environment in which the community, councillors, management, and staff work constructively together in a spirit of teamwork, trust, and loyalty.
  - **Quality:** Council is committed to ensuring quality output by providing the organisation with resources that facilitate excellence in performance, commitment, and service delivery.
  - **Accountability:** Council has a responsibility to the residents and ratepayers of the Shire to be inclusive and responsive to their views and needs and to communicate effectively.
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### 10.0 REQUIREMENTS OF THE JOB

#### a) Skills/Capabilities

- Well-developed time management and organisational skills.
- Ability to work with limited supervision.
- Strong communication (oral and written) and interpersonal skills, including the ability to liaise and communicate effectively with; children, parents, and school staff.
- Ability to use initiative and seek resources
- Ability to write quality written reports

#### b) Knowledge

- General understanding of the needs of families and children.

- General understanding of the requirements to plan and implement child focussed activities.
- General understanding of the educational path of children living in remote communities.
- General understanding of library services

**c) Experience and/or qualifications**

- 18 years of age or older.
- Current Queensland C Class Drivers Licence or ability to obtain
- Current Working with Children - Blue Card.
- Experience working in a child focussed environment.
- Current First Aid and CPR certificate or the ability to quickly obtain it.
- Qualifications in Child Care or Early Childhood Education would be highly regarded.

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## **11.0 KEY RESPONSIBILITIES OF THE POSITION**

1. Plan and coordinate structured child focused activities including; Playgroup, Kids Club, and other vocational programs.
2. Use initiative to research and consult appropriate resources (eg, Playgroup Qld, Brisbane School of Distance Education) when planning activities to ensure they are engaging and appropriate.
3. Promote Councils Children's Services programs and activities to parents and carers.
4. Collect and collate information and statistics for planning and reporting purposes.
5. Ensure that activity venues, facilities and resources are kept in a clean and tidy condition at all times.
6. Provide work progress reports to the Supervisor.
7. Promote council's library services.
8. Communicate, solve and discuss work problems with other team members and the Supervisor.
9. Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff.
10. Ensure that Councils Quality Assurance Program is adhered to.
11. Ensure that Councils Workplace Bullying and Harassment Policy, Workplace Health and Safety Policy is upheld and all operations are carried out in accordance with this policy

### **Workplace Health and Safety Responsibilities**

12. Undertake the responsibilities relevant to the position as specified in Schedule 1 – WH&S Obligation and Responsibility Statement as amended from time to time.

**Note:** An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination, Equal Employment Opportunity; Workplace Health & Safety; Employee Welfare; the Environment and Service Delivery Standards. Employees must also fulfil all recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines.

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## **12.0 KEY SELECTION CRITERIA**

1. Demonstrated experience and ability in developing structured child focused activities.
2. Sound knowledge of Playgroup, and vocational programs.
3. Demonstrated initiative to undertake research and seek resources.
4. Demonstrated ability to work without supervision and efficiently manage time and work priorities.
5. Excellent communication skills (oral and written).
6. Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner.
7. Demonstrated commitment to Workplace Health and Safety policies and procedures.
8. Current Queensland 'C' Class Drivers Licence.

**Note:** As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness /medical test, drug or alcohol test, relevant skill test, personality profile and /or psychometric testing prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment.

Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

### 13.0 PHYSICAL DEMAND CATEGORY

SEDENTARY WORK							
<b>Light Duty</b>	Frequent lifting / carrying of objects weighing up to 5kgs					<input checked="" type="checkbox"/>	
<b>Work</b>	Frequent lifting / carrying of objects weighing up to 10kgs					<input type="checkbox"/>	
<b>Heavy Work</b>	Frequent lifting / carrying of objects not exceeding 25kgs					<input type="checkbox"/>	
WORK ENVIRONMENT							
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE	
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cold	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heat / Humidity	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION				
Noises	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Maximum seat rating of 120kgs				
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS	
This job may include:							
Standing/Walking		Sitting		Driving			
<input type="checkbox"/> None	<input type="checkbox"/> None	<input checked="" type="checkbox"/> None	<input type="checkbox"/> None	Hearing		<input type="checkbox"/> Foot Movement	<input type="checkbox"/>
<input checked="" type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	Depth Perception		<input type="checkbox"/> Fine Manipulation	<input type="checkbox"/>
<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	Colour Discrimination		<input type="checkbox"/> Pushing/Pulling	<input type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	Peripheral Vision		<input type="checkbox"/> Finger Dexterity	<input type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs			<input type="checkbox"/> Simple Grasping	<input type="checkbox"/>

Qualification	Pathway	Pathway Professional Development

### 14.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Community Development Coordinator

Internal Liaisons: All Council Departments

External Liaisons: The Children's Services Facilitator will be required to liaise closely with parents / carers, school principal/s, and Distance Education teacher/s to ensure that activities are meeting program criteria and responding to community demand.

### 15.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

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## 16.0 APPROVALS

**Approved by:** Jason Beaton  
Chief Operating Officer

**Signed:** \_\_\_\_\_

**Date:** 26/11/2024

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I, ..... have read and understood this Position Description Children's Services Facilitator and accept the objectives and responsibilities of this position.

**Applicant signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_