



East Brisbane Community Centre

*"A voice joining with the Community
to make a difference"*

East Brisbane In Home Care Service is committed to the safety and well being of all children and young people accessing our Service. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and well being of Carers, Staff and Volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

SELECTION CRITERIA FOR IN HOME CARERS

Care Provider's are over 18 years of age and have been assessed and approved by the East Brisbane In Home Care Service to provide child care in the child's home. Registered In Home Carers are classified as 'self-employed' and are responsible for their own tax and superannuation contributions. They are contracted to provide quality child care and must abide by Government guidelines and regulations and Service policies and procedures. They are people who are committed to the safety and wellbeing of all children and young people in care and dedicated to In Home Care as a valuable child care option for families.

The applicant must have, prior to commencing work as an In Home Carer:

- A Senior First Aid Certificate
- A Suitability Card through the Children's Commission for Young People
- Public Liability Insurance cover. (see service for details)
- A medical certificate indicating optimum physical and mental health to provide child care
- Demonstrated experience of providing care for children other than the applicants own child/ren.
- Demonstrated understanding of child development and the ability to provide developmentally appropriate experiences for children in care
- Demonstrated effective communication skills
- Demonstrated understanding of positively guiding the behaviours of young children
- Sound writing skills with the ability to keep adequate administrative records
- Openness to learning and gaining further knowledge
- Good organizational skills
- Proven understanding of appropriate hygiene procedures and home safety (A reliable registered vehicle and current, unblemished, QLD drivers licence is not mandatory, however, referrals may be limited if the IHC provider does not have one).

CODE FOR CARERS

- Must at all times work within Government guidelines for IHC, the policies and procedures of East Brisbane In Home Care Services and uphold the agreements made with the parents using the service.
- Convey a sensitive approach to religious or cross cultural issues that impact on care.
- No child is to be physically punished, humiliated threatened or frightened whilst in care.
- Have an acceptance of and sensitivity to individual differences and life styles of families
- Information about children in care is confidential and is only discussed with IHC staff and the parents involved.
- All children cared for must be registered with the IHC service.
- An agreement with the parent is to be signed prior to care commencing
- Two weeks notice is to be given to families of termination of care and as much notice as possible for occasional days off and holidays.
- A smoke, drug and alcohol free environment is to be provided whilst children are in care.
- Cars used to transport children must have the installations and seats checked by an authorized fitter.
- A current Senior First Aid Certificate is to be maintained.
- To remain aware and be accepting of current quality practice in Early Childhood services.
- Carers are required to maintain current, adequate public liability insurance. This is organized through the IHC office.

ROLE AND DUTIES OF A IN HOME CHILD CARE PROVIDER

In Home Carers are professional child care workers - they are not housekeepers! All duties should relate directly to the children they are caring for. If parents want general house duties to be undertaken, this is a separate arrangement and not covered by the In Home Care Service and not to be completed whilst children are registered in care.

- Create an environment that is developmentally appropriate, nurturing, safe and hygienic.
- Children must have access to fresh drinking water and be provided with a drink several times daily.
- Ensure that food and drink provided is sufficient and nutritionally sound and be able to discuss children's nutritional needs with families
- Observe the needs of children in care and respond by providing an environment that is reflective and responsive to the developmental needs of all the children in care and offer a range of activities and experiences which are designed to promote the physical, emotional, social and intellectual development of each child.
- Have a sense of fun and enjoyment when working with children
- Diligently supervise all children at all times
- Provide information to parents about their child's day
- Have a positive approach and use appropriate techniques to manage children's behaviour.
- Advise parents of any routine excursions. Permission notes are required for all excursions
- Recognise own physical and emotional needs and limitations
- Flexibility
- Accurately maintain records/information of families and children

TRAINING

All Carers are encouraged to make a commitment to attend at least four In-Service Training sessions per year. This can be any training which relates to your personal and Professional development in regards to your work as a professional child care worker. The service will offer a range of training for the year you can choose from this training or alternatively seek your own training in areas which interest you. Training should include areas such as:

- Child Development
- Play Experiences
- Behaviour Management
- Effective Communication
- Health & Hygiene Practices
- Ethical and Legal Issues
- Business & Administration
- Children with Special Needs
- Child Protection at least every 12 months
- Professional development
- Risk Management

Opportunities for one on one training and support will also be provided by the Service when required.

All carers will have access to the Family Day Care Library and are encouraged to borrow books and resources.

These are opportunities when carers can learn about themselves, to improve skills and qualifications, to guide children's behaviour, to support families and most importantly.

To Make A Difference in the Lives of Children!

The staff at East Brisbane In Home Child Care Service will assist new carers to establish themselves. This will incorporate referrals, support, resource and advisory information.

QUALITY CARE

The Code for Care Providers, The Selection Criteria, and The Roles and Duties of an In Home Child Care provider, reflect that carers are special people required to have a range of skills and knowledge.

Once a Carer is placed with a family, the coordinator makes regular unannounced home visits to that home. This is to ensure that quality care is being provided and also to provide support and resources to the carer. A carer support form is completed and feedback is provided to parents. We encourage you to develop your own philosophy in regards to quality of care and professionalism.

Carers are strongly encouraged to attend playgroups, which benefit both the children and carer. Carers are required to reflect on their daily practices by completing an evaluation form every fortnight.

Carers are expected to provide developmentally appropriate experiences for the children, with a focus on family life and developing life skills. This may include everyday experiences such as; gardening, posting letters, preparing snacks, conversation at meal times etc. These are all valuable shared learning experiences for children of all ages. They should also include open-ended activities, which encourage creativity and imagination. A flexible yet organized routine is also expected.

HOW MUCH CAN YOU EARN?

This is probably the most asked question from prospective Carers. East Brisbane In Home Carers independently set their own fees for the service they provide. The service must ensure that families are treated in an equitable way. Carers registered with EBHC are responsible for ensuring that independent fee charging practices are in line with relevant state and federal government legislation and service policies and procedures. We would not be encouraging any more than six children in care at the same time.

Parents are encouraged to book hours with the service in order to secure some regular income for the carer. Some parents however, will prefer casual care or non-booked care. It then becomes your decision, if you are interested in providing this kind of care.

GST & TAX ISSUES

Because carers are classified as self-employed, they have tax advantages that employees do not have. There are many things you will be able to claim for. Carers are also responsible for their tax and superannuation contributions and registering for an ABN Number. You will need to do that before you become an approved carer with us. We will help you get started and provide you with as much information and support as we can.

WHAT ABOUT COSTS FOR YOU?

You are classified as self employed and therefore responsible for your own Tax and Superannuation contributions. You will need to take out a Public Liability Insurance which will cost around \$458.25 for the year and can be paid off in 10 or 20 fortnightly instalments. An Administration Levy is also payable to the Service, 0.25 cents per hour, this contributes to administrative costs. Carers will need to apply for a blue card approximately

\$40.00 for two years. Senior First Aid Course approx. \$155.00. All these items are tax deductible. We will provide you with an EBHC Resource and Information folder \$10.00.

PROCESS OF RECRUITMENT

The process of selection is as follows:

1. Read the information.
2. Fill out the Carer application & the application for a Suitability card
3. Submit your application with your Resume to the Service
4. Your application will be assessed and you will be called for an interview
5. Before being approved applicants will need to supply the service with

Doctor's Medical Clearance

Referees and previous work details

Suitability Card from the Children's Commission

Public Liability Insurance Number

First Aid Certificate

Sign a Contract with In Home Care Service

Bank Details

Vehicle Registration and license check

(If transporting children in own car)