

<b>POSITION TITLE</b>	<b>Rhyme Time Project Assistant</b>
<b>DEPARTMENT</b>	<b>Library</b>
<b>GROUP</b>	<b>Customer &amp; Community Services</b>
<b>LOCATION</b>	<b>Various Library Branches Throughout the Shire</b>
<b>CLASSIFICATION / LEVEL</b>	<b>Level 1</b>
<b>REPORTS TO</b>	<b>Customer Experience Officer</b>

### **Department Summary**

The Corporate & Community Services Department ensures an integrated approach to the delivery of internal organisational services and the provision of external services of Council to the community.

Department business units include:

- Finance
- Information Systems
- Development & Governance
- Human Resources
- Customer & Community Services

### **Position Summary**

The Rhyme Time Project Assistant will plan and deliver the grant-funded Rhyme Time program at various locations throughout the Shire as needed and will be required to work at libraries located in Mareeba, Kuranda and Dimbulah.

The position promotes a customer-first focus by providing professional customer service to internal and external customers and contributing to the effective delivery of library services and programs to meet the expectations of Council and the needs of customers and the community.

### **Key Responsibilities**

- Perform administrative tasks associated with record keeping and grant acquittal
- Plan and deliver literacy-based Rhyme Time programs which are fun, interactive and offer pre-literacy support and communication development in order to develop pre-reading awareness in an enjoyable environment
- Under direction from the State Library of Queensland and the Library Customer Experience Officer, model best practice in communication and pre-literacy activities for babies from birth to five years of age to enhance language development in children and the ability of parents and primary caregivers to offer continuing literacy support in the home
- Assist with the creation of a supportive environment for parents and primary caregivers to interact and engage with their babies and promote the library as a safe welcoming space that offers a range of programs, services and resources for families
- Contribute to reducing social isolation experienced by parents and caregivers by building relationships with other families and community groups to enhance awareness of library connectivity to community support and educational agencies
- Provide complete, accurate and timely circulation desk and library operations

- Assist customers with general and simple reference enquiries and the use of technology and refer complex enquiries to senior or specialist library staff
- Assist with preparing and delivering programs designed to promote literacy, library resources and services
- Other reasonable duties as directed from time to time

### **Skills and Knowledge**

- Experienced in Word, Excel and online social media promotions
- Ability to communicate well with babies, their families and general library customers
- Ability to encourage parents and caregivers to support communication and pre-literacy development of babies
- Knowledge of a range of simple songs, active rhymes and appropriate books for babies
- Awareness of early childhood development through the State Library of Queensland's First Five Forever website and literacy information and knowledge of how Rhyme Time sessions support the communication and pre-literacy skill development of babies
- Knowledge of library resources and local community services that support families
- Demonstrated ability to work well both autonomously and within a team environment

### **Qualifications and Experience**

#### ***Essential (Mandatory for the Position)***

- Experience working in a field related to early childhood education
- Current Working with Children blue card
- Experience developing and delivering activities for children
- Demonstrated computer literacy
- Current Queensland C Class driver's licence

#### ***Desirable***

- Tertiary qualifications in childhood development such as a Certificate III in Childcare or Bachelor of Education

### **Environmental Obligations**

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

### **Workplace Health and Safety Obligations**

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

### SCHEDULE S3

#### WHS RESPONSIBILITY STATEMENT

##### Workers

All employees have a legal obligation to comply with WHS legislation, the Council WHS Management System (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring you keep up to date and comply with WHS legislation and SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs)
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox talks, team discussions or specific training organised by Council
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Working in a manner that will not endanger you, other employees or the public
11. Cooperate with any reasonable instruction given by Council officers
12. Report any safety concerns to your supervisor
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant to this position.

I have read and understand the above position description and WHS Responsibility Statement S3			
<b>INCUMBENT NAME</b>		<b>SIGNATURE</b>	
<b>SUPERVISOR NAME</b>		<b>SIGNATURE</b>	

Last Updated: 23 January 2023