



TE TANGO  
AKARANGATIRA  
ORA'ANGA



**INTERNAL  
AFFAIRS**

**PO Box 98, Avarua, Rarotonga, Cook Islands**

## **MINISTRY OF INTERNAL AFFAIRS CRECHE**

### **CHILDCARE WORKER**

**Contract Duration: August 2021– July 2022**

#### **Job Summary**

Responsible for supervising, nurturing, and caring for children typically from ages 6 weeks to 5 years old, before the child enters kindergarten. Welcomes children each day, provides meals, performs crafts and activities, changes diapers, and ensures children behave well when in contact with other children.

#### **Primary Responsibilities**

- Nurture and care for children while parents are at work.
- Supervise older children before and after school.
- Provide nutritious meals.
- Wipe hands and mouth before and after meals.
- Perform good hand-washing techniques for disease and infection control.
- Organize activities and implement curricula that stimulate children's physical, emotional, intellectual, and social growth.
- Bathe, dress, and feed children.
- Wash clothes and clean rooms.
- Prepare bottles and change diapers.
- Ensure children have adequate supplies from home, such as diaper cream and diapers.
- Prepare children for school.
- Provide for a child's basic needs.
- Comfort children when they are crying.
- Determine cause of distress.
- Report behavior to parents each day.
- Schedule conferences to discuss a child's needs.
- Make suggestions for things parents can work on at home.

- Recruit parent volunteers to work with the children and participate in administrative decisions and program planning.
- Prepare daily and long-term schedules of activities.
- Supervise children while they are playing outside or on a playground and determine safe outdoor activities that are age appropriate.
- Take children on field trips with the express permission of parents.
- Provide monthly report to the Ministry as per agreed template.

## Competencies

- Honest and reliable
- In good health
- Very effective at multi-tasking;
- Strong initiative-taker;
- Focuses on impact and results for the best interests and safety of the child;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

## Required Skills and Experience

### Experience:

- Demonstrated experience in quality child care from new born infants to primary school age.
- Demonstrated experience in cooking nutritious meals suitable for infants and children.
- Experience in using Microsoft Office to be able to prepare daily logs and monthly reports to parents and the Ministry
- Full driver's license and own transport
- First Aid Certified

### Languages:

- Fluency in spoken and written English;
- Working knowledge of Cook Islands Maori desirable