



POSITION DESCRIPTION

POSITION TITLE:		Outside School Hours Care Program Assistant			
POSITION NO:		CLASSIFICATION:		Band 4	
DIVISION:		Community Wellbeing			
BRANCH:		Family, Youth and Children's Services			
UNIT:		Children's Services			
REPORTS TO:		Outside School Hours Care			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	Yes	PRE-EMPLOYMENT MEDICAL REQUIRED:	Yes

Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

This position is required to provide evidence of COVID-19 triple dose vaccination. We will work with individuals to assess their ability to meet this requirement on a case by case basis.

POSITION OBJECTIVE:

To actively participate in, and contribute to, high quality educational programs for young children and their families. To work as part of a team in accordance with legislative requirements and Yarra City Council values, policies and procedures.

ORGANISATIONAL CONTEXT:

The Council is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Council is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The Family, Youth and Children's Services Branch forms part of the Community Wellbeing Division. The Children's Services Unit contributes directly to the achievement of Branch and organisational goals.

As a member of the Children's Services Unit the incumbent is required to pursue Branch and Divisional goals through effective teamwork within the Branch and the Unit, and with colleagues in other branches and divisions. This is achieved by developing sound working relationships with a range of internal and external parties.

ORGANISATIONAL RELATIONSHIPS:

Position reports to: Team Leader – School aged and Occasional care

Internal Relationships: OSHC program staff
Team Leader
Resource and Planning officer
Customer and Business support
Family, Youth & Children's Services Branch staff
Educators across the Children's Services
Unit Administration staff and Management team across the Branch.

External Relationships: Children and families attending the Service.
Primary Schools
Relevant Children's Service organisations and networks in relation to service delivery and other professionals.

KEY RESPONSIBILITY AREAS AND DUTIES

Program Development

- Assist the OSHC Supervisor to plan and implement an innovative program that caters for the social emotional, intellectual, cultural and physical development of each a child.
- Assist the OSHC Supervisor to develop, display, implement, evaluate and make available to parents a written program with clearly states the aims that reflect the needs of children participating and their parents.
- Ensure all activities undertaken by the program accurately reflect the policies, philosophies, aims and objectives of the City of Yarra and the schools hosting the programs.
- Contribute to the regular evaluation of programs within MTOP, and the National Quality Frameworks (NQF).
- To have a sound knowledge of the Education and Care Act and Regulations 2010; the National Quality Frameworks.

- To assist with the day-to-day running of the program, including adequate supervision of all children attending the program at all times.
- Ensure all children are cared for in a positive and encouraging manner that promotes appropriate child staff interaction
- Assist in assuring adequate equipment and materials are available for all children attending the programs.

Safe Environment for Children and Staff

- Ensure all procedures required by Education and Care Act and Regulations 2010; the National Quality Frameworks, Occupational, Health and Safety procedures, Food Safety Act and Regulations and that Yarra council and centre specific policy are adhered to.
- Maintain a safe environment for children including checking equipment and other aspects of the physical environment;
- Report to The Outside School Hours Care Supervisor any concerns regarding adherence to above procedures, regulations and legislation;
- Report to The Outside School Hours Care Supervisor any incidents/accidents and illnesses.
- Administer first aid as appropriate and ensure reporting procedures are followed and are in line with organisation policies and procedures and record as per procedure.
- Maintain the facility in a clean and tidy condition. This duty includes the cleaning inside of cupboards and shelves as well as the refrigerator. It also includes the tidy presentation and organisation of program materials on site.
- Promote and maintain Food Safety and hygiene practices in line with organisational policies and procedures and relevant statutory requirements.

Liaison with Parents, Staff and Team Leader

Families

- Share with parents on an ongoing basis their child's positive participation in the centre.
- Acknowledge and be sensitive to varying parenting and cultural practices.
- Refer families with concerns to Centre Leadership.
- Actively communicate information from families about their child's needs and interests with other educators

Educator Team Staff

- Support all educators to ensure the effective day to day functioning of the centre.
- Participate in the building of a positive culture within the team.
- Report to your co-educator any issues on the day to day operation of the Centre
- Report any unresolved concerns to centre leadership.
- Participate in the ongoing review of the Quality Improvement Plan, and support the implementation

Centre

- Report to the OSHC Supervisor any issues pertinent to the day to day operation of the centre, including staff, parents and children;
- Participate in and support the development and implementation of service policies and procedures.

Administration

- Maintain records of children's programs, accident/illness, attendance, medication and concerns in relation to a child's well-being;
- Ensure all required records and authorisations are completed for excursions;
- Undertake such duties as are seen necessary from time to time concerning the day to day functioning of the centre;
- Maintain records of group and individual programs.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is accountable to the OSHC Supervisor and the OSHC Team Leader.

Safety and Risk

1. Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
2. Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
3. Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the *Child, Wellbeing and Safety Act 2005* and have robust policies and procedures in order to meet this commitment.

Sustainability

- Embrace the following Sustaining Yarra principles through day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Cultural Vitality
 - Community Development
 - Integrated Approach

Yarra Values

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
 - Accountability
 - Respect
 - Courage

JUDGMENT AND DECISION MAKING

- Guidance is always available.
- The incumbent is expected to assist with the program and to make decisions in consultation with the centre leadership in relation to the program and health and wellbeing of staff and children in attendance at the program. The incumbent is directly accountable to the OSHC Supervisor and Educational Leader at all times.
- Take appropriate action in any urgent or emergency situation related to the program.
- Enact decision making within the context of the *Education and Care Services National Law Act 2010* and *The Education and Care Services National Regulations (2011)*, the *National Quality Framework (NQF)*; and the *Children's Services Act 1996* and *Regulations 2009*, as applicable to the service type.

SPECIALIST KNOWLEDGE AND SKILLS

- Knowledge and understanding of the care, developmental, recreational and social needs of children 5 – 12 years
- Proven ability to develop and implement innovative quality program plans relevant to the needs of children attending the service
- Level 2 First Aid Certificate and Anaphylaxis Training
- Knowledge of other relevant community and early childhood services available for the support and care of children and their families.
- Knowledge and understanding of the Education and Care Act and Regulations 2010; the National Quality Frameworks
- Understanding of cultural and inclusive practices in OSHC programs.

INTERPERSONAL SKILLS

- The ability to communicate in a friendly and supportive manner
- Strong engagement skills with children in a range of age groups
- Ability to work in partnership with parents and sensitivity to differing parenting and cultural practices.
- Capacity to work in a team of educators who have a range of training experience and personal qualities.

MANAGEMENT SKILLS

- Time management and the ability to plan and organise priorities across each workday.
- The ability to assist co-educators to complete forms relevant to procedural and administrative matters.
- The ability and flexibility to work across a range of rostered shifts.
- Moderate computer skills with experience in the use of an email system, the development of documents in Microsoft Word and other Microsoft software.

QUALIFICATIONS AND EXPERIENCE:

Mandatory

- Formal Qualifications such as Diploma of OSHC or Children's Services, Bachelor or Degree in Education (Primary or Secondary) or Early Childhood or Youth or equivalent as approved on www.acecqa.gov.au
- Current approved First Aid and CPR Certificate; Certificate in the Management of Asthma; and Certificate in the Management of Anaphylaxis as per the approved qualifications list published on www.acecqa.gov.au.
- Previous experience working with children aged 5 to 12 years
- Preferably experience in working in Outside School Hours Care
- Preferably experienced using Microsoft Outlook and/or Xplor software
- Current Working With Children's Check or VIT registration

KEY SELECTION CRITERIA

1. Demonstrated experience in working with children aged 5 – 12 years of age including those with from complex needs.
2. Demonstrated skills in supporting the development, implementation, and continual reflection of a high quality play-based programs relevant to the needs of children.

3. Demonstrated effective interpersonal and communication skills with the ability to form positive relationships with children, families and the Children's Services team and provide support for the culturally and linguistically diverse community of families and educators.
4. Demonstrate knowledge and understanding of the *Education and Care Services National Law Act 2010* and *Education and Care Services National Regulations (2011)* and the National Quality Frameworks.
5. Demonstrated skills in applying knowledge to ensure compliance issues are dealt with and there is ongoing quality improvement in programs.
6. Ability to work effectively and flexibly as part of a team of educators with limited supervision.