



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>		Outside School Hours Care Program Assistant			
<b>POSITION NO:</b>		702310	<b>CLASSIFICATION:</b>		4A + 25%
<b>DIVISION:</b>		Community Wellbeing			
<b>BRANCH:</b>		Family, Youth and Children’s Services			
<b>UNIT:</b>		Children’s Services			
<b>REPORTS TO:</b>		Team Leader - Outside School Hours and Occasional Care			
<b>POLICE CHECK REQUIRED:</b>	Yes	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	Yes	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	Yes

*Yarra City Council 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.*

### POSITION OBJECTIVE:

- To ensure the provision of a high quality innovative children's program which meets the individual needs of the children and reflects the community context in which the children live.
- To provide safe, quality care in accordance with the Education and Care Act and Regulations 2010; the National Quality Frameworks and funding requirements.

### 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 Organisation 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 Programs Division. The Outside School Hours Care program is part of the Children's Services Unit and contributes directly to the achievement of Branch and organisational goals.

As a member of the Family and Children's Services Branch, the incumbent is required to pursue Branch and Divisional goals through effective teamwork within the Children's Services Unit and the Branch and with colleagues in other branches and divisions; and by developing sound working relationships with a range of internal and external parties. They will also be required to meet any expectations in relation to the achievement of assessment for the OSHC program.

The Family, Youth and Children's Services Branch encompass the following services:

- Outside School Hours Care (After School Care & Vacation Care)
- Early Childhood Services
- Occasional Care
- Maternal and Child Health
- Playgroups
- Youth Services
- Family Support
- Financial & Crisis Counselling

## **ORGANISATIONAL RELATIONSHIPS:**

**Position reports to:** OSHC Team Leader

**Position supervises:** Nil

**Internal Relationships:**

- OSHC staff
- OSHC program staff (Administration Officer, Vacation Care Planner, Team Leader)
- Family, Youth & Children's Services Branch staff
- Family Services Unit
- Service Planning and Development Unit

**External Relationships:**

- Children using the Service and their Parents
- Primary Schools - Relevant School Staff
- Local Services
- OSHC networks
- Department of Education, Early Childhood and Development
- Community Child Care Inc.
- Relevant Community Organisations in relation to planning of activities such as Noah's Ark, FKA etc.

## **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.
- 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**

#### **Parents**

- Be available to liaise with parents on their child/ren's day at the service and to discuss aspects of child development as directed or when required;
- Acknowledge and be sensitive to, in the context of service operation, varying parenting practices and cultural differences.

#### **Staff**

- Support staff in using initiative in response to day to day functioning in the service;
- Participate fully in and support the functioning of the staff team.

#### **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.

## **Occupational Health and Safety**

- Promote and maintain appropriate Occupational Health and Safety standards in line with organisational policies and procedures

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

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

### **Safety and Risk**

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- 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
- Social Equity
- 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:

- Respect
- Teamwork
- Innovation
- Sustainability
- Accountability
- Integrity

### **Duties and Responsibilities:**

- Under the supervision of the Outside School hours Supervisor, assist in ensuring that the program operates according to Council policy, the Education and Care Act and Regulations 2010; the National Quality Frameworks
- Understand and implement Occupational Health and Safety policy.
- Assist in the implementing policies and procedures as stated in the Staff Information Handbook and the Policy Manual.
- Responsible for maintaining a safe environment for children

## **JUDGMENT AND DECISION MAKING**

The incumbent is expected to assist with the program and to make decisions in consultation with the OSHC Supervisor in relation to the program and health and well being of staff and

children in attendance at the program. The incumbent is directly accountable to the OSHC Supervisor at all times.

## **KEY COMPETENCIES**

**The OSHC Assistant will have:**

### **Specialist Skills and Knowledge**

- 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.

### **Inter-personal Skills**

- Ability to communicate effectively with families, children, staff and the Community.
- Ability to write accurate reports of incidents or observations as required or directed by the OSHC Supervisor.
- Ability to guide and direct untrained staff.
- Flexible approach to work practices.
- Sensitivity to differing parenting and cultural practices.
- Ability to work in partnership with parents in the care of their child/ren.

## **QUALIFICATIONS AND EXPERIENCE:**

- 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.
- 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 QikKids software
- Current Working With Children's Check or VIT registration
- Current Victorian Police check that is updated annually
- Current Level 2 First Aid and Anaphylaxis Training

## **KEY SELECTION CRITERIA**

- Demonstrated ability to develop and implement innovative quality program plans relevant to the needs of children.
- Demonstrates a thorough understanding of the needs children and is able to form positive relationships with families.
- Knowledge and understanding of the Education and Care Act and Regulations 2010; the National Quality Frameworks.
- Demonstrated skills in applying knowledge to ensure compliance issues are dealt with and there is ongoing quality improvement in programs.

- An effective and confident communicator.
- Demonstrated experience in working with children aged 5 to 12 years.