

**POSITION DESCRIPTION:**

<b>Position title:</b>	OSHC 2IC
<b>Status:</b>	Part Time
<b>Location:</b>	OSHC
<b>Classification level:</b>	SACS Level 3
<b>Award</b>	<i>Social, Community, Home Care and Disability Services Industry Award 2010</i>
<b>Reporting to:</b>	OSHC Coordinator
<b>Date Approved:</b>	September 2022

**WORKING ENVIRONMENT****Code of Conduct**

All employees must abide by the Organisational Code of Conduct

**Occupational Health and Safety:**

As an employee, you must be aware of and comply with requirements of the relevant Workplace Health and Safety legislation and associated regulations. This includes taking responsibility for your own health and safety and that of others in the workplace and complying with the Organisations occupational health and safety policies and procedures

**Performance Review:**

A Performance Review will be conducted using the Organisations Performance Management Process.

**POSITION SUMMARY**

An employee at this level at this level provides direct care assistance for participants of the Organisation.

An employee at this level may be required to supervise lower classified staff or volunteers in their day-to-day work. Employees with supervisory responsibilities may undertake some complex operational work and may undertake planning and co-ordination of activities within a clearly defined area of the organisation including managing the day-to-day operations of a group of residential facility for persons with a disability. Employees will be responsible for managing and planning their own work and that of subordinate staff or volunteers and may be required to deal with formal disciplinary issues within the work area

## **POSITION OBJECTIVES**

To assist with the management of the effective and efficient operation of the Outside School Hours Care Service placed in accordance with the policies, directions and delegations of the Service Management. This is undertaken under the supervision of the Project Manager

## **LEVEL OF RESPONSIBILITY**

This position is directly responsible to their immediate supervisor for all aspects of service delivery and organisational management whilst at work. The performance of this position is subject to general direction by the immediate supervisor of the relevant program in which the employee is working. The employee is required to undertake a range of activities requiring the exercising of initiative in the application of established work procedures and may require the employee to establish goals/objectives and outcomes for their own particular work program or project.

At this level, employees will be required to take overall responsibility for the personal care of residents; training, co-ordinating and supervising other employees and scheduling work programmes; and assisting in liaison and coordination with other services and programmes whilst assisting in interpretation of matters for which there are no clearly established practices and procedures although this will be undertaken under general guidance of the employee's immediate supervisor.

## **SUPERVISION**

An employee at this level works under general direction, operates within established routines, methods, standards and procedures and is expected to exercise initiative in the application of established work procedures and is responsible for managing time, planning and organising their own work.

An employee at this level may be required to supervise lower classified employees or volunteers in their day-to-day work.

## **KEY TASKS AND DUTIES** *(including Key Performance Indicators)*

### Specific

- Assist the OSHC Coordinator in supervising the programs and the quality of care provided by the centre
- Coordinate the learning activities of the allocated group of children including the supervision of all Assistants
- Assist the Centre Manager in maintaining the centre's policies and procedures
- Liaise with other agencies in the community
- Assist the Centre Manager in maintaining the centre's records
- Supervise team members

- Create an environment that meets the emotional, social, educational and physical needs of all children enrolled at the centre
- Assist in planning and coordinating in-service training for the centre
- Plan and implement programs for children with special needs
- Develop team member relationships so that all team members enjoy their working environment
- Offer support to parents when needed and work towards achieving goals set out in the philosophy
- Be able to take control and complete required tasks when the Centre Manager is absent
- Check that equipment is kept safe and useable
- Undertake incidental cleaning tasks throughout the day (i.e. cleaning tables and sweeping floors after meal times and messy activities)
- Undertake general cleaning tasks to maintain overall cleanliness of the room/Centre (i.e. sweeping/vacuuming floors, mopping floors, wiping tables, cleaning toilets)
- Discuss problems relating to child development, behaviour and health with parents
- Be supportive of the Centre Manager and work as a team
- Be willing to participate in meetings, conferences and training courses where appropriate, though not compulsory
- Assist the room team members in the provision of care during specified rest periods. Observe the needs of team members in rooms by themselves by initiating visual checks through windows, shared preparatory areas and toilet areas as well as by listening for auditory cues such as distressed children and team members asking for help.
- Extensive lifting of children and indoor/outdoor equipment may be required
- Nappy changing may be required
- Understand and adhere with policies and the Child Care Regulations and law
- Drive the Centre bus as required
- Food handling and preparation may be required
- Any other task as reasonably directed

#### Key Responsibilities –

- Ensure that all information is kept confidential, unless otherwise advised.
- Ensure that all Occupational Health and Safety requirements for the company are met within your team. Report any workplace hazards to your immediate manager as you see them and support the company in its endeavour to provide a safe workplace.
- Represent the company in a positive manner expounding the values, ethics and pride at all times.
- Complete to the best of your ability any additional tasks within reason as provided by your immediate manager or their delegate
- Provide Coordinatorship – program planning, implementation and evaluation

- Lead in the development of a weekly ASC program. The written program must be displayed for children, families and educators.
- Monitor the implementation of programmed activities to ensure they are child-oriented and developmentally appropriate.
- Plan a varied program of interesting activities including excursions and incursions for each vacation care period and distribute such program at least four weeks prior to the holiday period.
- Review current programs of learning and documentation at the service; • Consult and collaborate with the team of educators to develop and confirm approaches to learning programs and documentation;
- Assist with documentation and encourage analysis and an understanding of children's learning and development through this documentation;
- Lead and participate in reflective discussions on practice and the implementation of the MTOP. Reflective discussions and considerations for practice will focus upon interactions, routines, intentional teaching, teaching and learning;
- Lead thinking and discussion on curriculum considerations relating to inclusion and the community of Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse families;
- Mentor and teach educators through observation, guided discussions and recommendations for professional development;
- Seek and define approaches to sharing the program of learning and education with families and encourage educators in their communication with families.

In addition to these activities the Coordinator will consider the contribution and role of the broader community, along with health practitioners and associated professionals in curriculum decision making. Support for this role; will include professional development, mentoring, consultation and collaboration with other Coordinators, time for research, inquiry and reflection.

#### Resource Maintenance/Purchasing

- Purchase food and other service items within prescribed service budget. .
- Ensure current resource supplies are maintained.
- Submit list of required materials, with costing if above monthly budget, to service Management.
- Monitor existing OSHC equipment for safety.
- Report concerns regarding resource or safety issues to service Management or School Administration as necessary

#### Administrative duties

- Sign in children on each day and make required alterations daily.
- Follow service budget. Create/amend educator shift schedules as required
- Assist in the maintenance of an equipment register for non consumable items.
- Account for expenditure in accordance with service procedures.

### Reporting, Accountability and Compliance

- Report directly to the service management and submit written reports, as required.
- Ensure compliance with all National Quality Standards, Government Regulations, Legislation, Standards and requirements at all times and assist management in completing the necessary forms or returns.
- Monitor completion of medication, alternate collection, incident/accident reports  
Record fire drills and lockdown

### Food Preparation

- Develop a menu for the service, ensuring all food provided is consistent with advice from recognised nutrition authorities and caters for the individual health needs of various children.
- Ensure food prepared for children on a daily basis is done so according to the service Food Handling and Health and Nutrition Policies.
- Ensure all food is stored in the correct manner, according to recognised guidelines.
  - Ensure appropriate food safety paperwork is complete each day

### Health and Safety

- Implement and maintain the service risk management process.
- Be responsible for workplace health and safety within the service and immediately record and advise the Management of any potential or actual hazards and record and notify any injuries or dangerous occurrences.
- Conduct regular fire drills and lockdowns in accordance with service procedures.
- Monitor safety of equipment.
- Ensure room and all equipment is cleaned regularly.
- Ensure all daily safety checklists are completed.
- Conduct risk assessments as required.

### Families

- Encourage parent involvement in the service program Provide suitable orientation and information for new families.
- Maintain confidentiality.
- Be sensitive and understanding of the different needs of families.
- Be available to discuss issues with families as they arise.

### Children

- Develop positive relationships with children, showing respect at all times.
- Implement effective and appropriate behaviour management techniques and strategies.
- Encourage children to develop independence and responsibility.
- Take observations of and gather information about children for evaluation and assessment.

### Management duties in respect of educators

- Provide appropriate orientation for educators, using the service policies and procedures as a guide.
- Promote professional development opportunities for educators Provide feedback to educators, as required.
- Conduct performance reviews 6 monthly. Develop, implement and maintain communication systems with educators.
- Responsible for the day-to-day operations of the service.

#### Community involvement and communication

- Regularly distribute a service newsletter to all families.
- Develop and implement effective communication systems within the community.
- Be aware of community needs and changes as they occur and how these can or do influence the service.
- Respond to diverse community needs Actively promote the service within the community through various avenues which may be available from time to time.

#### Service Management

- Conduct all operations of the service in such a way that is consistent with the objectives of the licensee.
- Ensure the service management is informed of all aspects relevant to the operation of the service.
- Communicate positively with service management at all times.
- Provide reports as requested.
- Participate in the preparation of an annual budget in consultation with the Management.

#### National Quality Standards

- Monitor service's progress through NQS Ensure compliance with NQS.
- Facilitate and plan NQS implementation and compliance within the service.
- Submit required documentation in a timely manner.

#### Legislation

- Maintain practices consistent with all legislative requirements.
- Monitor compliance with legislation through checklists.

#### Policies and Procedures

- Knowledge and understanding of service policies and procedures.
- Implement all relevant aspects of the service policies and procedures at all times.
- Assist in undertaking annual policy review and update as necessary.

#### Professional Development

- Demonstrate commitment to ongoing professional development.
- Attend relevant training, as required.
- Ensure knowledge and skills are up to date with current practices and trends in the OSHC and disability sector.
- Ensure appropriate qualifications for the position are maintained.

#### Key Responsibilities – Generic:

- Ensure that all information is kept confidential, unless otherwise advised.
- Ensure that all Occupational Health and Safety requirements for the company are met within your team. Report any workplace hazards to your immediate manager as you see them and support the company in its endeavour to provide a safe workplace.
- Represent the company in a positive manner expounding the values, ethics and pride at all times.
- Complete to the best of your ability any additional tasks within reason as provided by your immediate manager or their delegate
- In the absence of the OSHC Coordinator, manage the day-to-day service provision, including acting as the Educational Leader and Certified Supervisor.

#### *Key Performance Indicators*

- Refer to HR004-03 Key Performance Indicators

### **QUALIFICATIONS**

#### Essential

- Diploma of Children's Services.

#### Desirable

- Bachelor of Teaching (Early Childhood/ Special Education) or equivalent. Refer link below for a list of equivalent acceptable qualifications.

<https://www.acecqa.gov.au/sites/default/files/2018-01/ACECQAApprovedQualificationListOSHC.pdf>

### **OTHER REQUIREMENTS**

- 3+ years of management / leadership experience, preferably within sector.
- Passionate belief in the Children Service, development and education of children.
- Strong ethics and genuine approach towards child safety and WHS.
- Exceptional written and verbal communication skills.
- Adaptability, flexibility and resilience and is able to respond positively to change.
- Required to provide:
  - NDIS Worker Screening Check
  - Working with Children Check (Employee)
  - NDIS Worker Orientation Module
  - COVID Vaccination plus Booster
  - Proof of eligibility to work in Australia

- Current unrestricted driver licence
- Current Level 2 First Aid Certificate and CPR component
- Mandatory Reporting Certificate

**SELECTION CRITERIA**

- Qualification and/or extensive experience in the field
- Ability to work autonomously and as part of a team
- Ability to satisfactorily manage competing priorities and tasks
- Leadership and management skills – ability to lead and maintain dynamic teams who achieve effective results
- Highly developed communication skills, both verbal and written
- Experience in planning, risk management and quality systems

**SIGNATURES****Signed for and on behalf of the Organisation:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Position: \_\_\_\_\_ Date: \_\_\_\_\_

**The Employee:**

I acknowledge that my duties and responsibilities are as outlined in this position description. I further acknowledge that my duties may be varied from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Position: \_\_\_\_\_ Date: \_\_\_\_\_