



POSITION DESCRIPTION:

Position title:	Specialist OSHC Coordinator
Status:	Full Time
Location:	Special Development School or other Lifely Office as required.
Classification level:	SACS Level 5
Award	<i>Social, Community, Home Care and Disability Services Industry Award 2010</i>
Reporting to:	Children's Services Manager
Date Approved:	January 2025

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 the requirements of the relevant Workplace Health and Safety legislation and associated regulations. This includes taking responsibility for your 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

The primary purpose of the Specialist OSHC Coordinator is to manage and implement child-focused educational and recreational programs. You'll lead reflective discussions, mentor educators, and support children with complex needs. This role includes coordinating after-school and school holiday care programs, ensuring adherence to policies and developmental goals.

An employee at this level is also expected to effectively supervise and support the team to ensure delivery of the service objectives by providing essential skills, knowledge and support to the team and perform a consultative role to staff in relation to clients with high and complex needs.

LEVEL OF RESPONSIBILITY

This position is directly responsible to their immediate supervisor for all aspects of service delivery and organisational management for projects and programs under their control. The performance of this position is subject to general direction from senior employees. The employee is required to set priorities and monitor the workflow in the areas of responsibility,

exercise judgment and initiative where procedures are not clearly defined, provide expert advice to employees classified at lower levels or volunteers, assist with the preparation of or prepare organisation or program budgets in liaison with management and to prioritise the workload effectively and to maintain a high quality in the service provided.

The employee has the authority to exercise a degree of autonomy within the key responsibilities and duties and will be required to exercise initiative and judgment where practices and direction are not clearly defined. Any issues falling outside these areas are to be referred to the employee's supervisor.

SUPERVISION

An employee at this level works under general direction from senior employees, involved in establishing organisation programs and procedures exercises initiative and judgment where practices and direction are not clearly defined. An employee at this level will be required to supervise other employees or volunteers and set priorities, set outcomes, plan and organise their work and that of lower classified staff.

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

Under General Direction from the Children's Services Manager, the Specialist OSHC Coordinator has responsibility for delivering effective services.

- Assisting the Children's Services Manager with the overall day to day operation of the OSHC Program.
- In the absence of the Children's Services Manager working with the Deputy CEO in managing the day-to-day operation of the OSHC Program.
- Lead the OSHC program at SDS to manage staff in supporting children with complex needs and adhering to its policies and directives
- The planning and implementation of a child focussed educational, developmental and recreational program.
- Lead and participate in reflective discussions on practice and the implementation of the MTOP V 2.0. Reflective discussions and considerations for practice will focus upon interactions, routines, intentional teaching, teaching and learning and inclusion strategies.
- Mentor and teach educators through observation, guided discussions and recommendations for professional development.
- Lead the program in supporting children with complex needs and support requirements.
- Adhering to and supporting the developmental goals and plans of the children.
- **After-school care (Monday-Friday):** You will be responsible for coordinating and planning activities at Bendigo Special Developmental School from 10 am to 6 pm, directly supervising staff and children from 2:45 pm to 6 pm or until the last child is picked up.
- **School Holiday Care:** You will be responsible for coordinating and planning activities at your site, directly supervising staff and children from 8 am to 6 pm or until the last child is picked up.

General Coordinator Duties

- This position agrees to act as the service-nominated Supervisor.
- This position agrees to act as the Educational Leader.
- Lead in the development of a weekly OSHC 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 Nominated Supervisor 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 Nominated Supervisors, 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 lockdowns

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.
- Complete the food safety handbook each day, recording temperatures, cleaning procedures

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.



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- 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.



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- 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

- Other duties as required by the role.

Key Performance Indicators

1. Refer to HR004-03 Key Performance Indicators

QUALIFICATIONS

- A bachelor degree in Allied Health, Education, or a related field;
- A recognised minimum qualification as per the National Quality Framework.

OTHER REQUIREMENTS

- Proof of Eligibility to work in Australia
- Approved NDIS Worker Screening Clearance
- Approved Working with Children Clearance as per state requirements.
- NDIS Worker Orientation Module Certificate
- COVID-19 Vaccination Booster Certificate
- A current Victorian driver's licence

SELECTION CRITERIA

1. Demonstrated leadership experience in child services, education, disability, or allied health service;
2. Demonstrated understanding of, and commitment to person centred practice with excellent customer service outcomes;
3. Experience liaising with external service providers and other community-based mainstream services and organisations;
4. Proven experience in developing productive networks and working relationships;



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5. Ability to prioritise work, manage time and meet deadlines independently;
6. Extensive experience in supporting people living with a disability with complex support needs;
7. Demonstrated ability to adapt to and champion change;
8. Demonstrated passion for child development and education;
9. Demonstrated ability to work within a diverse team environment.

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: _____