

OSHC Educator [Qualified] - Position Description

Position Title	OSHC Educator [Qualified]
Department / Industry	Children's Services
Agreement / Award	YMCA South Australia Employee Collective Agreement 2006
Classification / Grade	Professional CSP 2.1 – 3.3

About YMCA South Australia

“Creating opportunities for people and communities to connect with a better life” - VISION 21

YMCA South Australia is a charitable, not-for-profit community organisation that has served the South Australian community for more than 160 years. With approximately 600 employees, we deliver programs and services across the state in settings including community recreation centres, swimming pools, health and fitness facilities, camps, early education and schools and youth services.

Our Beliefs

- **COMMUNITY** – We make a positive difference in the communities in which we work
- **OUR PEOPLE** – We value our people and their contribution to our organisation
- **YOUNG PEOPLE** – We value and encourage the impact of young people in our community
- **FOCUS** – We think globally and act locally
- **SUSTAINABILITY** – We work to build a strong and vibrant YMCA for future generations
- **EQUALITY** – We value equality of opportunity for all people

Our Values

- **INCLUSIVENESS** – We strive to ensure everyone is welcome at the Y
- **ACCOUNTABILITY** – We accept responsibility for our decisions and actions
- **INNOVATION** – We encourage original and creative thinking
- **CARING** – We strive to display kindness and concern for others in all that we do
- **CONNECTING** – We work to bring people and opportunity together

For further information regarding YMCA South Australia, please visit www.sa.ymca.org.au.

Position Summary and Requirements

Minimum Qualifications:	<ul style="list-style-type: none"> • National police check (NPC) (must be within 12 months of issue date) • International police check (for applicants who have worked overseas) • DCSI child-related employment screening (also known as a working with children check) or Working With Children Check or equivalent • Provide CPR HLTAID001 or equivalent • Provide Emergency First Aid in an Education and Care Setting HLTAID004 • Diploma in Children's Services or equivalent (e.g. Certificate IV in OSHC) • Certificate of completion for "Responding to Abuse and Neglect" (RAN) training
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"As a member of staff at YMCA South Australia, this position requires you to work as part of a team committed to goals and mission that actively fosters community participation and involvement."

As an OSHC Educator you will be responsible for providing quality care and educational experiences for children in the OSHC and provide the highest level of customer service for families. The OSHC Educator will enjoy working in a team based working environment and have a genuine concern for and interest in the wellbeing and educational needs of children. You will assist in planning for and organising challenging and stimulating programs and activities for children aged 5-12 years.

Areas of accountability <i>(e.g. Recruitment)</i>	Key duties <i>(i.e. List specific duties in relation to a rea of accountability)</i>	Measures <i>(i.e. How to tell when the job is done)</i>
Delivery of quality care and children's programs	<ul style="list-style-type: none"> • Assist families in a sensitive, supportive and professional manner • Develop and implement positive behaviour management procedures • Cope effectively in an emergency or stressful situation • Interact with children in a positive, sensitive and respectful manner • Work with individual children with particular needs • Meet the additional needs of children with complex health support needs, including person hygiene and feeding • Plan, develop, implement and evaluate developmentally appropriate programs for children reflecting the multi-cultural and social nature of the community • Provision of written and verbal information about relevant aspects of service delivery for families 	<ul style="list-style-type: none"> • A safe environment is maintained for both staff and children • YMCA South Australia policies and procedure standards are met • OSHC Quality Assurance requirements are undertaken and implemented • Each child is given reasonable support and care

	<p>and how they can become involved, as delegated by the Director</p> <ul style="list-style-type: none"> • Provision of effective and fair leadership to staff under employee's supervision. • Participation in the development of strong team work skills and the creation of a supportive team environment • Participation in staff development and professional learning opportunities as required • Support a culture of continuous learning in the workplace (including own workplace learning) • Supervision of the quality, development, implementation and evaluation of the programs and routines • Provision of program balance to include flexibility, variety, fun, safety, choices and support for the physical, social and emotional well-being of children • Plan for and facilitate the inclusion of children with additional needs, including children with disabilities, children with complex health support needs, Aboriginal children and children from culturally and linguistically diverse backgrounds • Maintenance and support of a safe environment for staff and children • Maintenance of accurate records as required • Development, implementation and evaluation of daily care routines • Contribution towards the Service's OSHC Quality Assurance accreditation 	
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Key Relationships

Position reports to:	<ul style="list-style-type: none"> • Director OSHC
Direct reports:	<ul style="list-style-type: none"> • N/A
Key internal relationships:	<ul style="list-style-type: none"> • YMCA South Australia staff and volunteers • YMCA staff nationally • OSHC Service Staff
Key external relationships:	<ul style="list-style-type: none"> • Patrons and key stakeholders of YMCA South Australia • Principal or delegate • School Governing Council • Families

Selection Criteria

Qualifications and Licences – Essential

- National police check (NPC) (must be within 12 months of issue date)
- International police check (for applicants who have worked overseas)
- DCSI child-related employment screening (also known as a working with children check) or Working With Children Check or equivalent
- Provide CPR HLTAID001 or equivalent
- Provide Emergency First Aid in an Education and Care Setting HLTAID004
- Diploma in Children's Services or equivalent (e.g. Certificate IV in OSHC)
- Certificate of completion for "Responding to Abuse and Neglect" (RAN) training

Qualifications and Licences – Desirable

- Catholic Police Check

Knowledge and Experience – Essential

- Knowledge of responsibilities under Child Safe Environments compliance
- Sound knowledge of OSHC Quality Assurance
- Sound knowledge of SA Standards for OSHC compliance requirements
- Sound knowledge of recognised School Age Care Framework
- Experience interacting with groups of children from 5 – 12 years of age
- Awareness of accountability, Legal liability, and duty of care to children

Behaviours and Capabilities – Essential

- Well-developed observation and reporting skills
- Effective consultative, interpersonal and supervisory skills
- Effective verbal and written communication skills
- Effective time management skills

Personal Attributes

- Creates a fun and exciting work atmosphere that is hardworking and goal orientated.
- Demonstrated ability to work effectively both independently and as part of a team.
- Creates a welcoming atmosphere by engaging all people in a friendly and approachable manner.
- Works as part of a team and shows professionalism.
- Punctual in both attendance on shift and attendance at staff meetings.
- Promptly responds to customers' needs or concerns.
- Recognises and acts on the need for support and will accept and delegate responsibility when required.
- Models, demonstrates, and teaches positive values like caring, honesty, respect and responsibility.
- Maintains high standards of presentation and personal grooming.

Safeguarding Children and Young People


- Declare anything you become aware of through the course of your engagement with YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people.
- Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect.
- Adhere to all policies and procedures relating to safeguarding children and young people and the code of conduct.
- Complete a national/international police check prior to employment and at the discretion of the YMCA.
- Complete a working with children check prior to commencement and maintain currency throughout employment.
- Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/territory of residence, as required by applicable laws.
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures.
- Participate in safeguarding children and young people training as directed.
- Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families.
- Any new program initiatives are to include consultation with children and young people, using standardised practices and resources.
- Maintain a working knowledge of policies and procedures relating to safeguarding children and young people.
- Attend any other training legally mandated by your role in relation to safeguarding children and young people.
- Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities.

Work Health and Safety

You will be required to:

- Familiarise yourself with all policies, procedures, and work practices of YMCA South Australia.
- Maintain currency of knowledge in relation to work health and safety.
- Take responsibility for your own health and safety and the safety of the work environment.
- Ensure that your actions and omissions do not adversely affect the health and safety of other persons.
- Comply with all reasonable instructions in relation to work health and safety, including YMCA South Australia's policies and procedures as amended from time to time.
- Assist YMCA South Australia to provide an inclusive workplace by adhering to YMCA South Australia's Access and Inclusion Policy and applicable equal opportunity laws as amended from time to time.
- Inform your manager of any issues or concerns that may affect your ability to perform your role safely.

Approval of Position Description

Date created or revised:	30 th July 2019
Approved by:	Michael Collins Manager – People, Risk & Compliance
Signed:	

Acknowledgement of Incumbent

I acknowledge that I have read and understood the requirements of this position.

Name:	
Signature:	
Date:	