

OSHC JOB DESCRIPTION CHECKLIST

A Network SA Staff Selection Resource for OSHC Services June 2009

Director Level 1

1-39 Places

This checklist is intended as a guide for Job Description preparation for the above position. Add and delete information to suit your own service, including specific tasks and requirements.

Title of position:

- Check the correct title referred to in the Award

Award /Agreement

- Enter the relevant title: NAPSA, PCSA, AWA, Collective Agreement or Child Care (South Australia) Award

Position Objectives

- Ensure delivery of quality Out of School Hours Care that meets the individual and group needs of children and the needs of the families using the service
- Manage the day to day operational, financial, human resource and marketing aspects of the service and ensure legal compliance requirements are understood and complied with
- Provide leadership to staff and ensure that the service's philosophy, values, policies and procedures are implemented
- Ensure that confidentiality is respected and maintained
- Develop continual learning practices to increase own professional knowledge

Special conditions

- Attendance at out of hours meetings, training and service functions
- Satisfactory Offender History Report
- Current Senior First Aid or Basic Emergency Life Support with CPR assessment
- Current Driver's Licence

Responsibilities and duties

Delivery of Quality Out of School Hours Care

Oversee the development, implementation and evaluation of the daily routines and programs ensuring that:

- The service attains and maintains OSHC Quality Assurance accreditation
- Programs reflect the needs and interests of the children attending
- The safety, security and well-being of the children is protected
- The program reflects the cultural diversity of the community
- Food of appropriate nutritional value and variety is provided and food preparation and storage and hygiene standards are observed.
- There is appropriate storage and labelling for all potentially hazardous substances.

Management

Working within the service's policies, procedures, cultural values and philosophy:

- Ensure that appropriate service policies and procedures are in place and followed
- Ensure that confidentiality is respected and maintained
- Develop and maintain information systems
- Develop / implement/ monitor the service's Business Plan / Strategic Plan in consultation with staff and the operator/management.
- Undertake service reviews and evaluations.
- Plan and co-ordinate change in consultation with operator/ management, staff and families
- Plan and monitor staff development and training programs
- Initiate service policy/procedure review and develop new policies in consultation with the operator/management, staff and families.
- Ensure the service is meeting the needs of families by seeking regular feedback.
- Prepare submissions for funding

Administration

Ensure the effective day to day administrative operation of the service:

- Maintain day to day accounts and records
- Formulate, implement and monitor the centre's budget in consultation with the operator/management
- Ensure safety checks occur as required under legislation

Personnel Management

Supervise and provide leadership to staff

- Recruit staff in consultation with the operator/management using both culturally relevant and appropriate licensing methodologies
- Assess team and individual performance using methods that will enhance team work, team effectiveness and individual's self knowledge
- Assess training and development needs for teams and support individuals in identifying their training needs
- Facilitate staff meetings
- Ensure that adequate supervision and direction is provided for students on placement at the service
- Ensure that Occupational Health and Safety Regulations are adhered to at all times.

Occupational Health, Safety & Welfare

- As required by the Operator, take responsibility to liaise with the site coordinator and read and understand relevant information and to assist other staff to do so
- Take reasonable care to protect own safety in the workplace and avoid adversely affecting the health safety and welfare of any other person through any act of omission, neglect or misconduct at work
- Ensure work practices are consistently within Commonwealth and State Legislation and organisational guidelines relating to Occupational Health and Safety, equal opportunity and anti-discrimination in the workplace.

Organisational relationships

- Responsible to:
- Staff reporting to this position:
- Volunteers reporting to this position:

Extent of authority

May include the following:

- Responsible for the day to day decisions necessary for the effective operation of the service
- Required to advise and resource the operator/management and participate in the decision making process, on matters relating to policy, operational, financial (including budget development and monitoring), human resource and marketing management
- Administer, evaluate and report on programs endorsed by the operator and exercise decision making authority within those programs
- Provide written reports on aspects of day to day management of the centre, as required.
- Authorised to spend up to \$ _____ for the daily operation of the service without prior consultation with the executive or operator
- Authorised to sign documents and letters related to day to day administration of the centre
- Authorised to deal with human resource issues on a day to day basis. Recruitment and official disciplinary procedures should be carried out in consultation with

Requirements of the Position (Selection Criteria)

Experience, qualifications and training

- Relevant qualifications in accordance with OSHC Standards SA
- Current Child Safe Environments training certificate
- Appropriate skills knowledge and training in food safety and hygiene as required under the Food Safety Legislation (2001)
- Experience or qualification in financial/business management desirable or a willingness to undertake recognised training in financial /business management
- Qualification allowance may apply at this level – refer to the Child Care (SA) Award, Schedule 1 for details. The intent of this allowance is to acknowledge recognised (e.g. AQF) and relevant (e.g. *Graduate qualification in Management*) training over and above the qualifications required for the position.

Skills

- Demonstrate highly developed verbal communication skills
- Demonstrate a high standard of literacy and written communication skills including submission writing
- Demonstrate effective leadership, interpersonal and supervisory skills
- Oversee the development, implementation and on-going evaluation of a curriculum that reflects the services philosophy, cultural values and current, reputable research on child development, health and wellbeing
- Work within Legislation to ensure service provision is equitable and inclusive
- Provide professional development opportunities for staff
- Oversee and direct staff teams, volunteers, trainees and students on placement
- Skills to liaise effectively with a range of relevant agencies and organisations

- Skills to interpret financial reports
- Skills to develop and work within budgets
- Skills to deal in a culturally sensitive with all clients
- Skills to deal with a number of urgent matters at once

Knowledge

- Extensive knowledge of child development
- Extensive knowledge of child health including nutritional requirements, infectious diseases and infection control
- Comprehensive knowledge of links to a wide range of health services and health professionals
- Sound knowledge of operational guidelines (e.g. DECS AIGs and Gold Book)
- Sound knowledge of OSHC Quality Assurance principles and in particular the relationship with children, staff and families
- Sound knowledge of OSHC Standards SA and understanding of OSHC National Standards
- Sound knowledge of the administrative functions of the organisation
- Sound knowledge of reporting requirements and procedures relating to an OSHC service
- Sound knowledge of the principles of adult learning
- Sound knowledge of the policies, procedures and philosophy of the service
- Sound knowledge of financial management including budget development and review of expenditure against budget, utilisation and staffing levels
- Sound knowledge of the community

Declaration

A signed, witnessed and dated agreement

DECLARATION

I have read the Level 1 Director Job Description and, if selected, agree to carry out the responsibilities and duties of this position diligently and to the best of my ability.

Name:

Signature:..... Date

Witness: Position:

Signature: Date

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