

DRAFT SAMPLE JOB DESCRIPTION FOR OSHC SERVICES

TITLE of POSITION: *OSHC Children's Services Assistant Level 1 – 1.1, 1.2 & 1.3*

AWARD/AGREEMENT:

Refer here to relevant NAPSA, PCSA, AWA, collective agreement or Child Care (South Australia) Award

- Employees at this level must receive structured and regular on the job training.
- After the completion of 3 years at this level (CSA Level 1) employees are eligible for appointment to CSA level 2.1

Position Objectives

- Assist in the implementation of the service's program and routines, under supervision and with guidance and direction.
- Actively support the provision of quality Out of School Hours Care that meets the individual and group needs of all children

Special Conditions

- Hold or be willing to obtain First-Aid for Schools & Centres / with CPR Assessment if required
- Attendance at out of hours meetings, training and service functions may be required (paid or time off in lieu as negotiated)
- A police clearance may be required

Responsibilities and Duties

In accordance with the service's philosophy, policies and procedures

- Support the provision of a safe, healthy and stimulating environment for children, offering individual support and comfort when required
- Implement daily routines under supervision and direction
- Assist Children's Services Professionals (CSPs) with the provision of information to students and volunteers as directed
- Support the service in attaining and maintaining OSHC Quality Assurance
- Work in accordance with OSHC National Standards
- Assist children with personal hygiene where needed
- Report any emergency to the most senior person in close proximity, and assist as directed
- Report any hazard to a CSP or the director, and assist as directed
- Develop continual learning practices to increase own professional knowledge

Organisational Relationships

- Staff are employed by the service operator

- Responsible to immediate line manager (the Director or CSP responsible for the group, as determined by the employer)

Extent of Authority

- Work under direction of the CSP who is responsible for the group of children
- Work outcomes are monitored by a CSP at regular intervals

Requirements of the Position (Selection Criteria)

Skills

- Ability to interact with children in a positive, sensitive and respectful manner
- Effective communication skills
- Ability to accept and provide supervision and direction
- Ability to work effectively both as a team member and, with guidance, as an individual
- Ability to refer family members to a CSP in a supportive, professional manner
- Ability to work, under supervision, in accordance with the principles of the OSHC Quality Assurance process

Knowledge

- Knowledge of school aged children’s development and needs
- Knowledge of OSHC Service’s philosophy, policies and procedures
- Knowledge of mandatory notification and child protection practices
- Awareness of workplace safety and willingness to take reasonable care to protect his/her own safety in the workplace and avoid adversely affecting the health, safety and welfare of any other person through any act or omission, neglect or misconduct at work.

Desirable Experience and / or qualifications and / or training

- Experience working in an OSHC service, equivalent to three months duration

DECLARATION	
I have read the Children’s Services Assistant Level 1(.?) Job Description and agree to carry out the responsibilities and duties of this position diligently and to the best of my ability	
NAME:
DATE:
SIGNATURE:
WITNESS:
POSITION:
DATE:

SIGNATURE: