

DRAFT SAMPLE JOB DESCRIPTION FOR OSHC SERVICES

TITLE of POSITION: *OSHC Children's Services Assistant Level 2 (2.1, 2.2, 2.3 & 2.4)*

AWARD/AGREEMENT:

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

N.B. CSA level 2.4 acknowledges additional training that staff members have undertaken. This level is used to acknowledge additional study when there are no vacancies at higher levels. Staff at employed at this level should be considered for higher duties before others who have not completed additional study.

Position Objectives

- Assist in the preparation and implementation of the service's program and routines
- Actively support the provision of quality Out of School Hours Care that meets the individual and group needs of the children

Special Conditions

- Holds relevant AQF Certificate III or possesses skills, knowledge or experience to perform duties at this level.
- 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

- Implement daily routines as directed
- Implement and evaluate programs as directed
- Assist in the preparation of program planning for individual children and groups while being encouraged to contribute verbally to the program
- Work with individual children according to their needs, as instructed
- Work with groups of children with particular needs, under supervision
- Provide a safe and healthy environment for children
- 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 Children's Service's Professional (CSP) or the director, and assist as directed

- Support the service in attaining and maintaining OSHC Quality Assurance
- Work in accordance with the DECS National Standards

Organisational relationships

- Responsible to the CSP and/or the director responsible for the group

Extent of Authority

- Work under direction of the CSP who is responsible for the group
- Work outcomes are monitored by a CSP at regular intervals
- Responsible for the quality of his/her own work subject to routine supervision
- May support CSA level/students/volunteers/work experience people under supervision

Requirements of the Position (Selection Criteria)

Skills

- Effective oral and written communication skills
- Ability to accept and provide supervision and direction
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to work within a team and to work effectively as an individual (under guidance)
- Ability to develop relationships with children and families
- Ability to work with individual children with particular needs, under direction
- Ability to assist in the preparation and implementation of programs suited to the needs of individual children and groups
- Effective time management and organisational skills
- Ability to refer families to a CSP in a supportive, professional manner

Knowledge

- Sound knowledge of OSHC service philosophy, policies and procedures
- Knowledge of school aged children's development and needs
- Developing knowledge of a range of appropriate individual and group observation methods
- Support the service in attaining and maintaining OSHC Quality Assurance Standards
- 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.

Experience and / or qualifications and / or training

- Relevant AQF Certificate III, or an equivalent qualification or possesses skills, knowledge & experience to perform duties at this level

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- For CSA 2.4 relevant AQF Certificate IV in Out of School Hours Care, or equivalent and exercises skills and competencies beyond those required for AQF certificate III in the ongoing performance of their work.

DECLARATION

I have read the **Children’s Services Assistant Level 2(?.)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: