

DRAFT SAMPLE JOB DESCRIPTION FOR OSHC SERVICES

TITLE of POSITION: *OSHC Children's Services Professional
Level 1 & Level 2*

AWARD/AGREEMENT:

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

As a Children's Services Professional Level 2, an employee will hold a Diploma in Children's Services or an equivalent qualification recognised by licensing authorities and has been appointed to support and coordinate the activities of other CSPs.

Position Objectives

- Plan, implement and evaluate quality programs for children from 5 – 12 years
- Actively support the provision of quality Out of School Hours Care that meets the individual and group needs of the children

Special Conditions

- Holds Diploma in Children's Services or equivalent qualification recognised by licensing authority.
- Senior First-aid (as per the requirements of qualification)
- 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 required

Responsibilities and Duties

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

- Develop, implement and evaluate daily routines in consultation with other staff
- Develop, implement and evaluate a quality program based on individual and group needs of children under supervision
- Ensure that children's records are maintained and updated regularly
- Provide objective written and oral observations of children, as required, while maintaining confidentiality
- Incorporate equity principles into all practices
- Work with individual children according to their needs, as instructed
- Work with groups with particular needs, under supervision
- Provide supervision, guidance and support for Children's Services Assistants (CSAs) students and volunteers

- Work in accordance with DECS National OSHC Standards
- Liaise with parents in a positive, professional and supportive manner
- Take responsibility in emergencies until able to transfer responsibility to a more senior person. Direct other staff or students to assist as required
- Report any emergency or hazard to the director immediately it is safe to do so
- Support the service in attaining and maintaining OSHC Quality Assurance Principles
- Assist children with personal hygiene where needed
- Assist the Director in providing information to families as required

Organisational relationships

- Responsible to the Director or CSP responsible for the group

Extent of Authority

- Responsible for the quality of his/her own work subject to routine supervision
- Work outcomes are monitored by the director
- There is freedom to act and use initiative within the established guidelines

Requirements of the Position (Selection Criteria)

Skills

- Ability to communicate effectively with children and adults
- Ability to accept and provide supervision and direction
- Effective teamwork and team building skills
- Ability to evaluate the work of other CSPs and CSAs
- Effective time management and organisational skills
- Ability to implement a program under supervision which reflects the multicultural and social nature of the community and which promotes principles of equal opportunity
- Ability to prepare activities based on theoretical practices to facilitate and enhance children's development
- Ability to work with individual children with particular needs
- Ability to supervise large groups and small groups within those groups
- Effective observation and reporting skills
- Ability to implement a positive behaviour management procedure
- Ability to implement the policies, procedures and routines of the service
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Knowledge

- Good knowledge of OSHC Quality Assurance Principles and how to support the service to develop and review this process
- School aged children's development and needs
- A range of appropriate observation methods

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- Current care practices including mandatory reporting and Occupational Health & Safety Legislation. This should encompass an 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.
- Program planning, implementation and evaluation
- Appropriate reporting procedures and requirements relating to an OSHC service

Experience and / or qualifications and / or training

- Diploma of Community Services [Children’s Services] or approved equivalent.

DECLARATION

I have read the **Children’s Services Professional Level 1/ 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: