

**DRAFT SAMPLE JOB DESCRIPTION FOR OSHC SERVICES**

**TITLE of POSITION:**            *OSHC Children's Services Professional Level 3 -  
Assistant Director*

**AWARD/AGREEMENT:**

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

***Position Objectives***

- Working within the service's philosophy of care, provide quality Out of School Hours Care that caters for the individual and group needs of school age children
- Works with the Director to provide staff leadership in planning, implementing and evaluating the provision of quality, developmentally appropriate programs and routines for school age children
- Responsible for the management, compliance with licensing and other statutory requirements as well as OSHCQA during any temporary absence of the Director

***Special Conditions***

- 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)
- Willingness to obtain a police clearance if required
- Diploma of Children's Services or equivalent qualification approved by licensing authorities, or possesses the skills and experience to carry out the duties at this level

N.B. Qualification allowance may also apply at this level - refer to the Childcare (SA) Award, Schedule 1 for details. The intent of this allowance is to recognise training over and above the qualifications required for the position, e.g. AQF, TAFE or University qualifications.

***Responsibilities and Duties*****MANAGEMENT AND ADMINISTRATION**

Provide assistance and support to the Director in the provision of quality services for children and families, in direction, supervision of service employees and support and in the operational management of the service as required, including

- Creation of a safe, harmonious and stimulating workplace for staff
- Supervision, guidance and support for staff, students and volunteers
- Administrative functions

- Ensuring that the premises and facilities are secure, hygienic and in good condition
- Development and evaluation of the service's policies
- Family and community liaison
- Marketing the service
- Maintenance and updating of the children's records
- In the absence of the Director, undertake the day to day management of the service in accordance with the Award
- Safeguarding the confidentiality of children, families and staff in all aspects of service provision

## WORKING WITH CHILDREN

Provide assistance and support to the Director to oversee the development, implementation and evaluation of the daily routines and programs ensuring safety, security, effectiveness and quality care.

- Work within appropriate service policies and procedures and timelines
- Conduct activities that are developmentally appropriate for the children
- Assist children with personal hygiene where required
- Provide a safe and healthy environment for children
- Assist and supervise staff in provision of written and oral observations of children regularly
- Give children individual attention and comfort according to their needs
- Meet individual needs of children according to the education, care and recreational philosophy of the program.
- Deal with emergencies and hazards, direct other staff accordingly and report to the Director as soon as possible

### *Organisational relationships*

- Responsible to the Director
- Act in the Director's role when Director is absent
- Responsible for OSHC staff employed as CSAs and CSPs (level 1 & 2) (at the discretion of the Director)

### *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
- Responsible for the day by day running of the service, in the Director's absence, within the constraints of the service's stated philosophy, policies, procedures, agreed guidelines and legal requirements

### *Requirements of the Position (Selection Criteria)*

## **SKILLS:**

### *Communication*

- Effective verbal and written communication skills
- Ability to interact with the children in a positive, sensitive and respectful manner
- Ability to assist parents in a sensitive, supportive and professional manner
- Effective observation and reporting skills
- Ability to contribute to and lead group discussions
- Effective leadership and team building skills
- Ability to negotiate effectively with all service stakeholders

### *Management*

- Ability to work autonomously and as an effective team member
- Ability to supervise, co-ordinate and direct children, staff, students and volunteers
- Effective time management and organisational skills
- Ability to manage emergency situations effectively
- Understanding of all of the operational requirements for the service and the ability to take responsibility as required
- Ability to source management and operational information as required

### *Programming*

- Ability to plan, implement and evaluate programs which cater for the needs, interests and capabilities of school-aged children, including children with additional needs
- Ability to implement positive behaviour management procedures
- Recognition of the needs of children and the ability to nurture and support children new to the service

### *Administration*

- Good report writing and record keeping skills
- Computer skills

## KNOWLEDGE

### *Accountability and quality assurance requirements*

- OSHCQA process
- Licensing and standards requirements relating to OSHC
- Mandatory reporting requirements
- Occupational Health, Safety and Welfare responsibilities. 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.

### *Programming*

- Developmental and emotional needs of the school aged child
- Program planning and recreational requirements
- Appropriate observation and evaluation methods

*Administration*

- Administrative functions of an OSHC service
- Resource and support services available to OSHC

**EXPERIENCE AND / OR QUALIFICATIONS AND / OR TRAINING**

- Diploma of Children’s Services or equivalent qualification approved by licensing authorities, or possesses the skills and experience to carry out the duties at this level
- Experience working with groups of school aged children
- Experience and / or training in administration and management
- Driver’s licence

**DECLARATION**

I have read the **Children’s Services Professional Level 3 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:** .....

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