

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Out of School Hours Care (OSHC) Educator		
<b>POSITION OVERVIEW</b>	The OSHC Educator is responsible for ensuring delivery of quality care and support to children based in the OSHC program.		
<b>CLASSIFICATION</b>	CSA Level 1-2	<b>SERVICE LINE   AREA</b>	OSHC   Children, Youth and Family
<b>EMPLOYMENT TYPE</b>	<input type="checkbox"/> PERMANENT <input type="checkbox"/> FIXED TERM <input checked="" type="checkbox"/> CASUAL		
<b>EMPLOYMENT STATUS</b>	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME		<b>HOURS PER WEEK</b> Various
<b>LOCATION</b>	Various		
<b>IMMEDIATE MANAGER</b>	OSHC Coordinator		
<b>INDUSTRIAL AGREEMENT</b>	Woden Community Services Inc. (Early Childhood Education & Care and School Age Care) Enterprise Agreement 2014 – 2017.		
<b>REPORTING RELATIONSHIPS</b>			
<b>NO OF DIRECT REPORTS</b>	Nil	<b>NO OF INDIRECT REPORTS</b>	Nil
<b>KEY RELATIONSHIPS</b>			
<b>INTERNAL</b>	OSHC co-ordinator, OSHC 2IC, other OSHC team members, OSHC managers, Children's services manager, Director Child, Youth & Family		
<b>EXTERNAL</b>	OSHC families and school community		
<b>KEY ACCOUNTABILITIES</b>			
<ul style="list-style-type: none"> <li>▪ Assist in the provision of a high quality program for all children by following the National Quality Standard, My Time, Our Place, and the Early Years Learning Frameworks.</li> <li>▪ Assist in meeting all regulatory and legislative requirements.</li> <li>▪ Provide and support an inclusive environment including for children with additional needs and for families.</li> <li>▪ Perform specific tasks including, but not limited to, supervision of children, running of activities, cleaning, and food preparation.</li> <li>▪ Ensure children are safe, secure and their individual needs are met at all times.</li> <li>▪ Ensure that confidentiality is maintained and privacy of children, parents, students and educators is respected at all times.</li> <li>▪ Provide a welcoming and professional environment for families and team members through the provision of consistently high quality customer service.</li> <li>▪ Provide regular communication of service user's feedback and information to the relevant team members.</li> <li>▪ Attend and contribute to team meetings.</li> <li>▪ Participate and contribute to the ongoing evaluation and quality improvement of the program.</li> <li>▪ Engage in the evaluation of performance with your immediate manager and actively seek opportunities to develop professionally and personally.</li> <li>▪ Understand responsibilities and roles and work in accordance with Work Health and Safety, Mandatory Reporting, Emergency Procedures, and WCS and SAC policies and procedures.</li> <li>▪ Apply workplace Diversity and Equity principles at all times.</li> </ul>			

- Models WCS Purpose, Code of Conduct, Values and behaviours.

### EXPERIENCE & QUALIFICATIONS

<b>Essential</b>	<ul style="list-style-type: none"> <li>▪ Demonstrated Interest in working with children and basic understanding of children's development.</li> <li>▪ Ability to work from 2:45pm for at least two days per week.</li> <li>▪ Sound oral, reading and written English skills.</li> <li>▪ Willingness to continuously learn via further studies and education.</li> <li>▪ Reliable, punctual and mature attitude to work.</li> <li>▪ Well developed communication and interpersonal skills, combined with a pro-active, hands-on attitude.</li> <li>▪ Understanding of the importance of personal and professional boundaries, ethical behaviour, and policies and procedures.</li> <li>▪ Current ACT Working with Vulnerable People card.</li> </ul>			
<b>Desirable</b>	<ul style="list-style-type: none"> <li>▪ Experience working with children.</li> <li>▪ Knowledge of My Time, Our Place and the Early Years Learning Frameworks, as well as the National Quality Standard.</li> </ul>			
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ Demonstrated commitment to the Purpose and Values of Woden Community Service.</li> <li>▪ National Police Check</li> </ul>			
<b>Document History</b>	<b>Original:</b> 2008 <b>Revised:</b> September 2019 <b>Version:</b> v5			
<b>Employee name</b>		<b>Signature</b>		<b>DATE</b>
<b>Manager name</b>		<b>Signature</b>		<b>DATE</b>