

POSITION DESCRIPTION

POSITION TITLE	Out of School Hours Care (OSHC) Educator		
POSITION OVERVIEW	The OSHC Educator is responsible for ensuring delivery of quality care and support to children based in the OSHC program.		
CLASSIFICATION	CSA Level 1 - 2	SERVICE AREA	Children's Services
EMPLOYMENT STATUS	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input checked="" type="checkbox"/> Casual	HOURS PER WEEK	
LOCATION	Various		
IMMEDIATE MANAGER	OSHC Service Manager or Coordinator (as applicable)		
INDUSTRIAL AGREEMENT	Woden Community Service Inc - Caring for Our People, Building Our Capability to Serve, Enterprise Agreement 2021-2023		
REPORTING RELATIONSHIPS			
NO OF DIRECT REPORTS	Nil	NO OF INDIRECT REPORTS	Nil
KEY RELATIONSHIPS			
INTERNAL	OSHC team members, , OSHC Assistant Coordinator (2IC) or Team Leader, OSHC Service Manager or Coordinator, OSHC Staffing Coordinator, OSHC Manager, Children's Services Director		
EXTERNAL	Families and community members		
KEY ACCOUNTABILITIES			
<ul style="list-style-type: none"> ▪ Apply National Principles for Child Safe Organisations, as appropriate to the role. ▪ 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. ▪ Assist in meeting all regulatory and legislative requirements. ▪ Provide and support an inclusive environment including for children with additional needs and for families. ▪ Perform specific tasks including, but not limited to, supervision of children, running of activities, cleaning, and food preparation. ▪ Ensure children are safe, secure and their individual needs are met at all times. ▪ Ensure that confidentiality is maintained and privacy of children, parents, students and educators is respected at all times. ▪ Provide a welcoming and professional environment for families and team members through the provision of consistently high quality customer service. ▪ Provide regular communication of service user's feedback and information to the relevant team members. ▪ Attend and contribute to team meetings. ▪ Participate and contribute to the ongoing evaluation and quality improvement of the program. 			

- Engage in the evaluation of performance with your immediate manager and actively seek opportunities to develop professionally and personally.
- Understand responsibilities and roles and work in accordance with Mandatory Reporting, Emergency Procedures, and WCS and SAC policies and procedures.
- Ensure your safety, the safety of the community, service users and your colleagues by following the WCS Work Health and Safety Policy and Procedures at all times
- Foster a culture where everyone is valued, respected and recognised by applying workplace diversity and equity principles
- Other duties as directed by the Coordinator/Manager

EXPERIENCE & QUALIFICATIONS

Essential	<ul style="list-style-type: none"> • Demonstrated Interest in working with children and basic understanding of children's development. • Ability to work from 2:45pm for at least two days per week. • Sound oral, reading and written English skills. • Willingness to continuously learn via further studies and education. • Reliable, punctual and mature attitude to work. • Well-developed communication and interpersonal skills, combined with a pro-active, hands-on attitude. • Understanding of the importance of personal and professional boundaries, ethical behaviour, and policies and procedures.
Desirable	<ul style="list-style-type: none"> • Experience working with children. • Knowledge of My Time, Our Place and the Early Years Learning Frameworks, as well as the National Quality Standard.
Other	<ul style="list-style-type: none"> • Demonstrate at all times commitment to WCS' Purpose and Values, and follow the WCS Code of Conduct. • Ongoing employment is subject to a satisfactory Police check and maintaining a current ACT Working with Vulnerable People registration.

Document History	Original: 2008	Revised: 1 November 2021	Version: V9
Employee's name		Signature	
		DATE	