

POSITION DESCRIPTION

POSITION TITLE	Coordinator, Out of School Hours Care (OSHC)		
POSITION OVERVIEW	The OSHC Coordinator is responsible for managing the team at the service and ensuring the delivery of quality care, manage the service, and build strong relationships with the children, families, school personnel and colleagues.		
CLASSIFICATION	CSA Level 6	SERVICE AREA	CYFS Children's Services
EMPLOYMENT STATUS	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual		HOURS PER WEEK
LOCATION	Various		
IMMEDIATE MANAGER	Service Manager, Out of School Hours Care (OSHC) / Manager, OSHC		
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	Varies	NO OF INDIRECT REPORTS	Varies
KEY RELATIONSHIPS			
INTERNAL	OSHC team members, OSHC Service Manager, OSHC Staffing Coordinator, OSHC Manager, Early Childhood Manager, Children's Services Director, Inclusion Support Officer, Quality & Compliance Team, Educational Leader, Finance Team, Enrolment Team.		
EXTERNAL	Families, Children, Education Directorate staff, Network Professionals, community members.		
KEY ACCOUNTABILITIES			
<ul style="list-style-type: none"> ▪ Apply National Principles for Child Safe Organisations, as applicable to the role. ▪ Ensure a high-quality service that complies with all regulatory and legislative requirements. ▪ Ensure National Quality Framework approach in developing, delivering and evaluating the service's program. ▪ Provide a supportive and inclusive environment for families, including children with additional needs. ▪ Develop strong partnerships with the school and local community. Ensuring collaboration, clear, regular, and positive communication. ▪ Actively participate in staff/team meetings, organisational activities and various community events. ▪ Promote and model open communication with families, through WCS documentation apps, newsletters, and daily conversations. ▪ Ensure all staff and volunteers are aware of their responsibilities and roles in relation to Active Supervision, Work Health and Safety, Mandatory Reporting, reportable conduct, Emergency Procedures and other policies and procedures. ▪ Ensure a high level of employee performance is achieved through coaching, mentoring and providing professional support to all educators. ▪ Assist with development and review of Out of School Hours Care (OSHC) policies and procedures. ▪ Maximise financial resources by developing and monitoring program budget. 			

- Drive continuous quality improvement and development of service area, including for the Assessment and Rating process using the Quality Improvement Plan (QIP) and Strategic Inclusion Plan (SIP), while working collaboratively across service boundaries.
- Maintain and drive continued review and currency of the service QIP and SIP.
- Provide regular communication of feedback and information to the relevant team members.
- Engage in the evaluation of performance with your immediate manager and actively seek opportunities to develop professionally and personally.
- 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.
- Responsible for the supervision of students on placement.
- Responsible for ensuring that records are maintained accurately for each child in their care.
- Other duties as determined by the Manager.

EXPERIENCE & QUALIFICATIONS

Essential	<ul style="list-style-type: none"> • Relevant tertiary qualifications in Education. • Extensive skills, knowledge and experience in OSHC, including demonstrated use of the My Time, Our Place framework and The Early Years Learning Framework (where applicable). • Current first aid certificate in an education and care setting (including asthma and anaphylaxis). • Ability to contribute to development of OSHC policies and procedures. • Highly effective interpersonal, leadership and people management skills. • Demonstrated high level of communication techniques including verbal and written that engender positive relationships and influence stakeholders effectively to resolve functional issues. • Demonstrated ability to work effectively and collaboratively in a team. • Reliable, punctual and mature attitude to work. • Demonstrated understanding of professional boundaries, privacy and confidentiality.
Desirable	<ul style="list-style-type: none"> • Experience with QikKids and/or relevant Child Care Management Systems. • Current drivers licence.
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: September 2023	Version: V10
Employee's name		Signature	
		DATE	