

POSITION DESCRIPTION



POSITION	CHILDREN'S SERVICES EMPLOYEE
PROGRAM/ SERVICE	OUTSIDE OF SCHOOL HOURS PROGRAM (OOSH) / CHILDREN AND YOUTH SERVICES

DIMENSIONS

LOCATION	WITHIN THE CATHOLIC DIOCESE OF WOLLONGONG (MAP)
DIRECTLY ACCOUNTABLE TO	Coordinator / Director
DIRECT REPORTS	N/A
REQUIRED PRE-EMPLOYMENT CHECKS	NATIONAL CRIMINAL HISTORY RECORD CHECK WORKING WITH CHILDREN'S CHECK

MISSION, VALUES & VISSION

We seek to bring joy to those we serve by enabling growth, healing, and hope by building the social and emotional wellbeing of individuals, families and communities. Our employees ascribe to the shared values of Empowerment, Integrity, Safety, Respect, Innovation and Collaboration to fulfil our vision of living together in thriving communities where the human dignity of all is respected and valued.

Our employment practises require all employees and volunteers to embrace and inspire others to promote the mission, vision and shared values of CatholicCare Wollongong.

STRATEGIC PLAN

We respond to the needs of those we serve and our changing environment by organising our efforts around priorities detailed in our [Strategic Plan](#).

PROGRAM AIM

To provide sector leading Outside of School Hours Child Care (OOSH) program delivery in the Diocese of Wollongong consistent with our mission, vision and values to achieve our strategic goals. In a period of Agency expansion, we anticipate significant advancements in service provision in this growing market sector.

POSITION PURPOSE

In accordance with Catholic social teaching, legislative and operational requirements, contribute to the operation of an effective and caring environment which supports the needs of children in a manner consistent with the mission, vision and values of CatholicCare OOSH Program.

POSITION REQUIREMENT

Children's Services Employees will ensure a safe, caring and interactive environment is provided for children while fostering positive interactions with parents and families. This position requires the incumbent to assist in the preparation, implementation and evaluation of programs consistent with current legislation and frameworks. Children's Services Employees will create positive relationships with local communities and model and support positive interactions with children in line with CatholicCare's mission, vision and values.

KEY ROLES AND RESPONSIBILITIES

Program Specific

- Participate as a member of a team by maintaining positive work relationships
- Demonstrate effective and positive communication and liaise with local communities, families and children
- Adhere to and promote all regulations, policies & procedures
- Contribute to continuous improvement processes

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- Be actively involved in professional and personal development
- Support and follow all reasonable workplace instructions
- Comply with all relevant Workplace Health and Safety Legislation and Australian Standards
- Ensure the environment is healthy and safe including but not limited to the physical environment, food preparation and hygiene
- Establish and maintain respectful and trust based relationships with all stakeholders
- Current unencumbered NSW drivers' licence
- Cleared Working With Children Check

GENERAL

- Articulate CatholicCare's mission, vision and values and lead others in practising them
- Maintain strict confidentiality in relation to all participant, employee and volunteer workplace matters.
- Report any identified risks to the Coordinator or Director and assist in implementing risk assessment and mitigation in a timely manner.
- WH&S for self and others as per agency and compliance Policies and Guidelines.
- Be available to work flexible hours including some evenings and weekends if required.
- Be able to drive safely and confidently across all areas of the Diocese of Wollongong
- Apply work practices and behaviours that comply with CatholicCare's Code of Conduct, Framework for Practice, policies and procedures.
- Commitment to quality practices that support the best interest of the children
- Ability to develop professional relationships with the team, families and stakeholders
- Ability to communicate and understand effectively the requirements of the position
- Perform all other delegated tasks appropriately and in line with job classification and capabilities as required from time to time.

SELECTION CRITERIA

Essential skills, knowledge and experience:

Experience

- Experience delivering education and/or care of children

Knowledge

- Certificate 3 in Children's Services (or equivalent) or demonstrated willingness to complete studies
- First Aid, CPR, Asthma and Anaphylaxis training
- Knowledge of current legislation, relevant compliance and funding body's requirements and protocols as relates to the program areas.
- Conversant with the Early Years Learning Framework and My Time, Our Place Framework

Skills

- Exceptional interpersonal and customer focussed skills with the ability to engage and build trust and rapport with the team and range of stakeholders
- Time management
- Responsible and punctual
- Excellent verbal and non verbal communication

Desirable skills, knowledge and experience:

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- Experience working and engaging with Aboriginal communities, individuals and groups.

ATTACHMENTS

Nil

Date of Last Review: 12 September 2018