

# Position Description



<b>Position Title:</b>	School Holiday Program Assistant
<b>Position Number:</b>	C04090
<b>Purpose of Position</b>	Assist in planning and implementing a high quality school holiday program for up to 60 children between the ages of 5 and 14 years, in Ku-ring-gai Council's Vacation Care service. Assist with the inclusion of children with diverse physical, intellectual and emotional abilities. Assist in maintaining a safe and healthy environment for all children at all time. Responsible for planning and implementing specific sessions and activities as part of the overall program, in line with My Time Our Place Framework.
<b>Grade of Position:</b>	<b>Band 2</b>  Responsible for completion of regularly occurring tasks with general guidance on a daily basis.
<b>Hours of Work:</b>	Casual (during school holiday periods)
<b>Department:</b>	Community
<b>Section:</b>	Community Development
<b>Position Reports to:</b>	Vacation Care Coordinator
<b>Number Supervised:</b>	Nil
<b>Approved by:</b>	Director Community      Date: August 2014

## CONTACTS

### Key Contacts Within Department

- Children Services Coordinator
- Vacation Care Coordinator
- Vacation Care Administration Officer

### Key Contacts in Other Departments`

- Nil

### Key Contacts Outside Council

- Nil

**Budget Allocation:** N/A

## EMPLOYEE DECLARATION

I will comply with the requirements of this Position Description.

Name: .....

Signature: .....

Date: .....

## GENERIC OUTPUTS OF POSITION

- **Comply with WHS Legislation, Policies and Procedures**
  - Maintain a high standard of housekeeping and a safe work area
  - Identify and report all hazards for your area
  - Wear required Personal Protective Equipment (PPE)
  - Participate in the development and review of Risk Assessments
  - Adhere to control measures and safe systems of work
  - Report all Incidents and Near Misses
  - Meet reporting timeframes
  - Comply with the Return to Work Program
- **Comply with EEO and Anti-discrimination Legislation, Policies & Procedures**
  - Act to prevent workplace harassment, discrimination and bullying
  - Report known incidents of workplace harassment, discrimination and bullying
- **Comply with Council's Code of Conduct and Values**
  - Comply with Council's Statement of Business Ethics
  - Behave ethically and transparently
  - Contribute towards the achievement of Council's strategic plans
  - Lead by example
  - Support sustainable programs and activities
  - Learn and comply with Council's strategies, policies and procedures
  - Act with care for the local environment and community
  - Take responsibility for your actions
  - Care for Council's people, assets and finances
  - Use and maintain Council's corporate systems
- **Comply with Document Storage Legislation and Procedures**
  - Store and maintain corporate records in Council's electronic document records management system in accordance with relevant standards, procedures and the State Records Act
- **Perform as a Team Member**
  - Productively contribute to the outcomes of work teams
  - Work cooperatively with team members and supervisor
  - Maintain an attendance record that contributes positively to team productivity
  - Carry out allocated tasks to standards required
  - Use good judgement and problem solving skills
  - Obey all lawful instructions
  - Attend and positively contribute to team meetings
  - Work cooperatively to achieve Work Plan timeframes and measures
  - Regularly review with supervisor own performance against required outcomes
  - Complete an annual performance assessment and Work Plan
- **Complete required learning and development programs**
  - Learn and share knowledge
  - Complete induction/re-induction program
  - Complete job-specific training programs
  - Complete relevant legislative-based training
  - Apply learning, knowledge and skills to enhance team performance
- **Comply with Council's Customer Service Policy and Standards**
  - Be accessible and provide customers with clear and accurate information
  - Deliver timely, punctual and reliable service to customers
  - Communicate with customers in a professional and courteous manner
  - Maintain a good flow of communication with customers
  - Manage customer enquiries, records and complaints
  - Complete all paperwork and on-line recording within required time limits
  - Maintain a high standard of personal grooming and hygiene
- **Maintain Workplace Security**
  - Adhere to procedures for accessing and securing premises, keys, plant, vehicles, equipment, information and cash

### ESSENTIAL CRITERIA TO BE ADDRESSED IN YOUR APPLICATION

#### 1. Required Qualifications/Certificates

- Current valid Working With Children Check Clearance Number
- Current First Aid Certificate/and Asthma/Anaphylaxis management (or willing to obtain)
- Certificate of CHCPRT001 Identify and respond to children and young people at risk (or willing to obtain)
- A basic understanding of the My Time, Our Place Framework for School Age Care.

#### 2. Required Experience

- Work experience in B&A school care/child care/children related programs
- Experience and/or knowledge related to programming a range of activities for groups of children between the ages of 5 and 14 years – including arts, crafts, sports and games

#### 3. Required Skills

- Good oral and written communication
- Ability to explain specific points of view, and/or impart information in a clear and precise manner to both adults and children.
- Reconcile differences between parties.
- Work in a team environment, as well as working by themselves if necessary.
- Ability to work under pressure

## OPERATIONAL OUTPUTS OF PERSON IN POSITION

- Liaise with Vacation Care Centre Coordinator regarding problems with children's health, behaviour and well being.
- Ensure that all safety procedures are complied with, including those documented for fire, safety, excursions and lost children. Ensure that accident reports are completed promptly.
- Ensure that any other procedures implemented by the Vacation Care Centre Coordinator are followed.
- Note equipment requirements on a weekly basis and inform Vacation Care Centre Coordinator. Keep equipment store room neat and tidy.
- Liaise with parents on a daily basis and ensure that sign on and excursion permission forms are signed prior to each excursion. Present positive public relations.
- Make sure that the Centre and its surrounds are kept clean and tidy at all times.
- Ensure that correct sign on and sign off procedures are adhered to. Ensure that children do not leave the premises unsupervised.
- Provide a range of recreation activities and experiences designed for the social, emotional, intellectual, cultural and physical skills of each child. Note that Assistants must plan their specific sessions in advance and have many varied activities at their fingertips in order to be as flexible as possible. The needs of the children are paramount.
- Treat all children with dignity and respect, regardless of sex, race, religion, culture, language, background or disability. Ensure that each child is given positive guidance and that the discipline used is appropriate for young children.
- Ensure that no cigarettes are consumed in the presence or sight of the children.
- Staff communicate with children in respectful ways and show they value what children say and attend to children as priority.
- Staff communicate effectively with each other and display professionalism, teamwork and mutual respect, creating a positive and inclusive atmosphere for all children.
- Staff implement effective and current food handling and hygiene procedures.
- Staff adhere to the current 'Outdoor Activity' Policies and implement it actively.
- Casual time sheets are completed and submitted on time.
- Have knowledge of and be actively working toward Quality Assurance Standards/policies and procedures at all times.