

POSITION DESCRIPTION

Position Title:	OOSH Childcare Worker – Certificate III
Position Number:	2101
Group:	Organisation and Community Capacity
Business Unit:	Community Services
Service Unit:	Children's Services
Reports To:	Supervisor OOSH
Grade:	7
Hours Of Work:	38 (split shifts required)
Last Date Of Review:	July 2021
Last Date Of Evaluation:	August 2016

Role Function Summary

This is a high-quality customer service role responsible for supporting the delivery of a quality out of school hours service for Singleton children and families.

Work is undertaken in accordance with Education and Care Services National Law Act and Regulations, working towards exceeding the National Quality Standards (NQS):

- Quality Area 1 – Educational program and practice
- Quality Area 2 – Children's health and safety
- Quality Area 3 – Physical Environment
- Quality Area 4 – Staffing arrangements
- Quality Area 5 – Relationships with children
- Quality Area 6 – Collaborative partnerships with families and communities
- Quality Area 7 – Governance and leadership.

Key Responsibilities (Major and Essential Job Functions)

- Assist with planning and implementation of activities based on student interest, ensuring accuracy with reporting of information, producing high level oral and written communication.
- Report incidents accurately and maintain confidentiality, ensuring health needs are supported, children are always safe and adequately supervised. Ensure any potential supervision risk is reported to Nominated Supervisor, implement the service's child protection policy. Ensure a high standard of hygiene is maintained in compliance with policies and procedures.
- Ensure the service is ready for operation at the beginning of each day when rostered on a corresponding shift, maintaining a clean, safe workplace with respect for indoor and outdoor learning environments. Conduct daily workplace inspections and participate in risk assessments when required. Embed environmental sustainability practices in all areas of the program and assume an equal share of cleaning and maintenance responsibilities.
- Achieve service goals and objectives with a team approach, respecting and supporting team members by developing positive and ethical channels of communication that are based on principles of mutual respect, equity and fairness. Participating in ongoing professional development and training programs.

- Maintaining respectful, equitable and genuine relationships with all children, showing patience, care, compassion, and discernment as needed. Viewing and respecting children as competent, capable beings and engaging in meaningful interactions through shared decision making with them. Ensuring each child's dignity and rights are always maintained, supporting each child to manage their own behaviour, encouraged with behaviour guidance strategies. Providing physical care, assisting children in toileting, dressing and mealtimes – ensuring that these opportunities are viewed as teachable moments.
- Communicating effectively to all members of the service community with positivity and capacity to respect child rearing practices and beliefs, using initiative and judgement in complex and demanding situations. In the event of concerns with children, consult with Nominated regarding behaviour guidance.
- Assisting with administrative duties as requested and being committed to continuous organisational improvement. Ensuring the Nominated Supervisor and/or management are informed of any problems arising which may affect the children, service approval or rating, regulatory and legal compliance, or the smooth running of the service

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required by the business from time to time that are within the skills, competence, and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Its vision, mission and values govern council's decisions, actions, and behaviours. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESP - Engaged people; Safe workplace; and a Performance based culture
Values and Behaviours	<p>Council has five values, which guide behaviours and decision-making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are:</p> <ul style="list-style-type: none"> • Integrity: We act with commitment, trust, and accountability. • Respect: We are open, honest, inclusive, and supportive. • Excellence: We strive to achieve the highest standards. • Innovation: We are creative, progressive, and strategic. • Enjoyment: We promote a harmonious, productive, and positive workplace.
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will always display and promote safety in the workplace.
Policies and Procedures	<p>The responsibilities of this position are completed in line with all Council policies and procedures related to this position.</p> <p>Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management, and quality assurance as they relate to this position.</p>

Organisational Relationships

Internal Relationships:	<ul style="list-style-type: none"> • Manager, Coordinator, Team Leader, Volunteers, Work Experience, Community Services Team, Council Staff
External Relationships:	<ul style="list-style-type: none"> • Customers, Early Intervention Agencies, Contractors, Government Departments
Direct Reports:	Nil
Indirect Reports:	Nil

Specifications and Technical Skills:

Essential Criteria:

- Certificate III in Children's Services or equivalent
- Current Working with Children Check (WWCC), First Aid Certificate, including anaphylaxis and asthma training
- Demonstrated experience in implementing interests and skills-based programs in a childcare environment
- Excellent communication skills and demonstrated ability to build rapport with children
- Ability to prioritise duties and meet deadlines, with a flexible approach and "can do" attitude
- Demonstrated ability to build an effective rapport with children and adults within a team environment

Desirable Criteria:

- Experience working with children with additional needs
- Previous experience in the care of children in an OOSH setting or similar

Licences and Tickets:

- NIL

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting			✓		✓							
Walking		✓				✓						
Standing		✓				✓						
Bending		✓			✓							
Squatting		✓			✓							
Climbing				✓	✓							
Kneeling		✓			✓							
Twisting				✓	✓							
Lifting		✓			✓							
Driving				✓	✓							

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Repetitive Hand Movements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Tick below if these are requirements of the position:

	Operating mobile plant		Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection	✓	Screen based work (intermittent)
✓	Office, toilet cleaning		Screen based work (constant)
✓	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use		Supervisory – clerical, planning, deadlines
✓	Cooking		Building trades work
✓	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces	✓	Childcare
	Working with bitumen		Hospitality
	Working with concrete		Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: **OOSH Certificate III**

Employee:

Skill Progression Requirements <input checked="" type="checkbox"/> Step Achieved	Salary Step	N/A	1	2	3	4
Demonstrated effective communication skills, including the ability to liaise with a wide range of individuals and organisations both within and outside Council	1					
Provide effective service to internal and external customers, with a knowledge of children's services expectations	1					
Ability to assist in the implementation of quality and diverse educational programs based on appropriate curriculum frameworks & relevant legislative requirements	1					
Assist in the maintenance of the physical environment of the service ensuring all outdoor and indoor areas and equipment are suitable for purpose and well maintained	1					
Ability to identify and administer appropriate first aid	1					
Demonstrated effective individual programming in accordance with the curriculum framework	2					
Demonstrated ability to maintain respectful, supportive, collaborative, and responsive relationships with children and their families	2					
Demonstrated ability to develop documentation and maintain records to a high standard	2					
Demonstrated commitment to maintaining work areas and resources	2					
Demonstrated ability to work effectively with children with high or additional needs	2					
Demonstrated understanding of legal ramifications dealing with privacy and confidentiality.	3					
Demonstrated sound understanding of relevant legislative requirements and curriculum framework documents within the service	3					
Ability to assist in training and supervision of volunteers and students	3					
Demonstrated ability to contribute to the continuous improvement of the service's Quality Improvement Plan	3					

Demonstrated ability to utilise a variety of teaching strategies, including intentional teaching and reflective practices in their daily work	3					
Demonstrated ability to contribute to the review of policies, procedures and practices, including Assessment and Ratings and National Quality Standards processes	4					
Demonstrated evidence that all aspects of curriculum are reflected upon, any changes made are recorded and evaluated	4					
Demonstrated understanding and ability to support sustainable resource management	4					
Proven ability to problem solve and take initiative in difficult situations to develop positive resolutions	4					
Demonstrated ability to Upskill through performing Responsible Person duties as required	4					

Authorisation:

I agree to work in accordance with the requirements and expectations outlined in this position description.

Employee Name

Signature

Date

Skills Review Year (eg 2018):

Position:

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

Comments on Employee's attitude and application to work:

Employee's Comments:

Name

Signature

Date

Manager / Supervisor's Comments:

Name Signature Date

Director's Comments: _____

Name Signature Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> Proposed Salary Step Placement				

Skills Review Year (eg 2018): _____ **Position:** _____

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Name

Signature

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Manager / Supervisor's Comments:

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Director's Comments:

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Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> Proposed Salary Step Placement				