

Position Description

Position Title	OSHC Assistant Director
Department / Industry	Children's Services
Agreement / Award	YMCA South Australia Employee Collective Agreement 2006
Classification / Grade	Professional CPS3.1

About YMCA South Australia

“Creating opportunities for people and communities to connect with a better life” - VISION 21

YMCA South Australia is a charitable, not-for-profit community organisation that has served the South Australian community for more than 160 years. With approximately 600 employees, we deliver programs and services across the state in settings including community recreation centres, swimming pools, health and fitness facilities, camps, early education and schools and youth services.

Our Beliefs

- **COMMUNITY** – We make a positive difference in the communities in which we work
- **OUR PEOPLE** – We value our people and their contribution to our organisation
- **YOUNG PEOPLE** – We value and encourage the impact of young people in our community
- **FOCUS** – We think globally and act locally
- **SUSTAINABILITY** – We work to build a strong and vibrant YMCA for future generations
- **EQUALITY** – We value equality of opportunity for all people

Our Values

- **INCLUSIVENESS** – We strive to ensure everyone is welcome at the Y
- **ACCOUNTABILITY** – We accept responsibility for our decisions and actions
- **INNOVATION** – We encourage original and creative thinking
- **CARING** – We strive to display kindness and concern for others in all that we do
- **CONNECTING** – We work to bring people and opportunity together

For further information regarding YMCA South Australia, please visit www.sa.ymca.org.au.

Position Summary and Requirements

Minimum Qualifications:	<ul style="list-style-type: none"> • National Criminal History Record Check (NCHRC) – Certificate must be within six (6) months from date of issue • International police check - for applicants who have lived or worked overseas in the past five (5) years • Working with Children Check (WWCC) • (HLTAID009) Provide CPR • (HLTAID012) Provide Emergency First Aid in an Education and Care Setting • Certificate of completion for “Responding to Risks of Harm, Abuse and Neglect” (RRHAN) training • Tertiary Qualification in Children’s Services (relevant field), or, in the opinion of the employer, possesses sufficient knowledge or experience to perform the duties at this level • COVID Vaccination in line with Government mandates
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“As a member of staff at YMCA South Australia, this position requires you to work as part of a team committed to goals and mission that actively fosters community participation and involvement.”

As a motivated and customer focused leader, the Team Leader will lead a highly engaged and dedicated team of children’s services staff in the exceptional delivery of the National Quality Framework in Early Learning and Outside School Hours Care.

Areas of accountability (e.g. Recruitment)	Key duties (i.e. List specific duties in relation to a rea of accountability)	Measures (i.e. How to tell when the job is done)
Delivery of Quality Service	<ul style="list-style-type: none"> • Assist the director to: • Provide leadership to ensure quality care, recreation and leisure programs for children, as well as direction, support and continuous learning for staff according to the National Quality Standards. • Provide program balance to include flexibility, variety, fun, safety, choice and support for the physical, social and emotional well-being of children. • Plan for and facilitate the inclusion of children with additional needs, including children with disabilities, children with complex health support needs, Aboriginal children and children from culturally and linguistically diverse backgrounds. • Provide quality care to meet the individual and group needs of school age children in a 	<ul style="list-style-type: none"> • Service programs are evaluated in relation to content and delivery methods and delivered to children in an effective, positive manner. • OSHC operations comply with regulatory requirements. • Ensure practices of all educators are in accordance with the NQS and reflect the values, philosophy, policies and procedures of the service.

	<p>respectful, supportive, equitable and inclusive manner.</p> <ul style="list-style-type: none"> • Plan, document, deliver and evaluate children's daily care routines. • Uphold and implement the philosophy, policies and procedures of the service, and review regularly to meet relevant requirements. • Encourage children to contribute views and ideas to enhance the service and support the philosophy of the service • Implement the Positive Behaviour Management Procedure. • Create a service of integrity and security for all children, families and employees involved. • Provide written and verbal information about relevant aspects of service delivery for families and how they can become involved. • Assist families in a sensitive, supportive and professional manner. • Ensure the safe and secure storage and maintenance of records, materials, resources and equipment. • Supervise the purchase, provision, preparation, storage and labelling of a variety of nutritious and appropriate foods within regulated hygiene standards. • Build YMCA South Australia's reputation. • Undertake other duties commensurate with salary 	<ul style="list-style-type: none"> • Customer satisfaction with services provided. • Maintenance of privacy and confidentiality of commercial, personal and operational information
Staff Management and Leadership	<ul style="list-style-type: none"> • Assist the director to: • Demonstrate and share knowledge of child development and effective approaches to facilitating children's recreation and leisure programs. • Lead and share information, knowledge and expertise on practice, policy developments and community changes that may impact on the program. • Develop staff awareness of accountability, legal liability and duty of care to children. • Collaborate with staff in observing, supporting and extending children's participation in the program. • Oversee and lead other staff to implement a recreation and leisure program based upon recognised School Age Care Framework (My Time, Our place). • Build the capacity of staff by supporting and mentoring others to take on leadership roles. • Support a culture of continuous learning in the workplace (including own workplace learning). 	<ul style="list-style-type: none"> • Staffing levels adequate. • All staff qualifications up to date. • Feedback from team members demonstrates an ability to engage and work within a team environment and contribute as required. • Demonstrate that team members are supervised, workloads managed and team members have access to professional development opportunities. • 100% of performance appraisals are completed annually

	<ul style="list-style-type: none"> Assist the director with the development of staff including performance development plans and training requirements 	
Support	<ul style="list-style-type: none"> Provide support to director including reviewing reports, Vacation Care programs, questions. Ensure contract compliance is completed monthly. 	<ul style="list-style-type: none"> Contract compliance completed monthly. All contract requirements are met.
WH&S	<ul style="list-style-type: none"> Ensure Facility management checklist is completed each month. Support director during food safety audits from Council. 	<ul style="list-style-type: none"> Facility checklists are completed monthly. Comply with work health and safety practices including identification and reporting of hazards/workplace incidents as they occur. Risk management strategies & physical resource management is effective.
Financial Management and Reporting	<ul style="list-style-type: none"> Ensure all cash management is carried out according to organisational protocol. Accurately complete and submit the pay summary within the agreed timelines. 	<ul style="list-style-type: none"> Budget KPI's are monitored and maintained

Key Relationships

Position reports to:	<ul style="list-style-type: none"> Director
Direct reports:	<ul style="list-style-type: none"> OSHC Educators [Qualified and Unqualified]
Key internal relationships:	<ul style="list-style-type: none"> YMCA South Australia staff and volunteers YMCA staff nationally Children's Services Administration Officer
Key external relationships:	<ul style="list-style-type: none"> Patrons and key stakeholders of YMCA South Australia Principal or Delegate School Governing Council Families

Selection Criteria

In addition to the minimum position qualifications outlined in the Position Summary and Requirements table above:

Knowledge and Experience – Essential

- Knowledge of responsibilities under Child Safe Environments compliance
- Sound knowledge of the National Quality Standards
- Sound knowledge of SA Standards for OSHC compliance requirements
- Sound knowledge of recognised School Age Care Framework (My Time, My Place)
- Basic knowledge of administrative functions of an OSHC service including software programs for administering childcare benefit (Xplor)
- Knowledge of accountability, legal liability, and duty of care to children

Behaviours and Capabilities – Essential

- Ability to provide leadership and direction to staff including maintaining the standards of the services.
- Ability to oversee planning, development, implementation and evaluation of developmentally appropriate programs for children reflecting the multi-cultural and social nature of the community
- Highly developed observation and reporting skills
- Ability to develop and implement positive behaviour management procedures
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to work with individual children with particular needs
- Ability to facilitate the inclusion of children with additional needs, including personal hygiene and feeding requirements

Personal Attributes

- Creates a fun and exciting work atmosphere that is hardworking and goal orientated.
- Demonstrated ability to work effectively both independently and as part of a team.
- Creates a welcoming atmosphere by engaging all people in a friendly and approachable manner.
- Works as part of a team and shows professionalism.
- Punctual in both attendance on shift and attendance at staff meetings.
- Promptly responds to customers' needs or concerns.
- Recognises and acts on the need for support and will accept and delegate responsibility when required.
- Models, demonstrates, and teaches positive values like caring, honesty, respect and responsibility.
- Maintains high standards of presentation and personal grooming.

Safeguarding Children and Young People

- Uphold the rights of and always act in the best interest of Children and Young People
- Fulfil your responsibilities under safeguarding legislation within South Australia, including declaring anything you become aware of through the course of your engagement with the Y which is a reasonable person would consider could impede your suitability to have contact with Children and Young People
- Support your colleagues, supervisors and/or direct reports to understand their responsibilities under safeguarding legislation

- Participate in all required Safeguarding Children and Young People training for your role
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse or neglect in line with policies and procedures
- Actively participate and contribute to continuous improvement of Safeguarding policies, procedures and practices
- Maintain appropriate vetting checks including, but not limited to, Working with Children Check, National Police Check, and International Police Check (as required)
- Participate in all safeguarding children and young people training for your role
- Support the facilitation of safe operations to ensure Y people have the right policies, processes and practices to keep children and young people safe
- Actively participate and contribute to continuous improvement of Safeguarding policies, procedures and practices
- Speak up about any safeguarding risks and/or concerns to ensure that you are supporting the continuous improvement of our spaces and safeguarding practice
- Complete appropriately detailed risk assessments to address any vulnerabilities to children and young people – as required
- Empower all children and Young People to have a voice particularly in matters that affect them
- Actively educate, promote and advocate the protection and safety to all children and young people, families and their communities.

Work Health and Safety

You will be required to:

- Familiarise yourself with all policies, procedures, and work practices of YMCA South Australia.
- Maintain currency of knowledge in relation to work health and safety.
- Maintain a working knowledge and understanding of your centre's Emergency Action Plan.
- Take responsibility for your own health and safety and the safety of the work environment.
- Ensure that your actions and omissions do not adversely affect the health and safety of other persons.
- Comply with all reasonable instructions in relation to work health and safety, including YMCA South Australia's policies and procedures as amended from time to time.
- Assist YMCA South Australia to provide an inclusive workplace by adhering to YMCA South Australia's Access and Inclusion Policy and applicable equal opportunity laws as amended from time to time.
- Inform your manager of any issues or concerns that may affect your ability to perform your role safely.

Approval of Position Description

Date created or revised:	06 October 2022
Approved by:	Srbijanka Rajic – Head of People and Safety

Signed:	
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Acknowledgement of Incumbent

I acknowledge that I have read and understood the requirements of this position.

Name:	
Signature:	
Date:	