

### OSHC First Qualified Assistant Director – Position Description

Position Title	OSHC First Qualified Assistant Director
Department / Industry	Children's Services
Agreement / Award	Children Services Award 2010
Classification / Grade	Level 5.1 – Level 5.3

#### About YMCA South Australia

***“We work together from a base of Christian values to provide opportunities for all people to grow in body mind and spirit”*** (our mission).

YMCA South Australia (YSA) is a not-for-profit organisation that has served the South Australian community since its founding in 1850, being the first YMCA in Australia. Today, with around 1,000 staff (and growing), we deliver programs and services across the state in settings including community recreation centres, swimming pools, health and fitness facilities, community centres, early education and schools and youth services.

Our aim is to develop the whole person, helping all South Australians connect with a better life. Not only their physical fitness and capabilities, but also their sense of identity, purpose, hope and dignity; psychological health; resilience; social connectedness; lifelong learning; and their own contribution back into the community. All the elements that together constitute a full, healthy, productive, and satisfying life.

Our vision is to see ***“lives enriched through wellbeing”*** in this wider, and more integrated, sense across all of the South Australian communities in which we work.

#### The Y Factor

YMCA South Australia’s culture is characterised by what we call “the Y Factor” – ***“genuine care for the whole person, for every person.”*** This ethos runs deep at the Y, being evident in our rich history of positive change around the world. This kind of authentic concern for others opens the opportunity for deeper and more profound impact – both on the community’s wellbeing and our own as staff and volunteers. The YMCA is an environment in which everyone is to be recognised and appreciated as the unique and inherently valuable person they are. A place in which every person can “grow in body, mind and spirit”.

For further information regarding YMCA South Australia, please visit [www.sa.ymca.org.au](http://www.sa.ymca.org.au)

Position Summary and Requirements

**“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.

Effective 10 May 2024, the Education and Care Services National Regulations have introduced a 2-tier qualification requirement for OSHC services in South Australia. This new regulation mandates that at least one educator present at all times must hold an approved diploma qualification (or higher) as listed by ACECQA for SA (Tier 1). Second and subsequent qualified educators may hold a Certificate III level qualification (or higher) in education, care, or disability, or have completed 50% of a diploma in education, care, or disability (Tier 2). The responsibilities of First and Second Qualified Assistant Directors are the same, with the key difference being the minimum qualification requirements.

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	<p>Assist the director to:</p> <p>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.</p> <ul style="list-style-type: none"><li>• Provide program balance to include flexibility, variety, fun, safety, choice and support for the physical, social and emotional well-being of children.</li><li>• 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.</li></ul> <p>Provide quality care to meet the individual and group needs of school age children in a</p>	<ul style="list-style-type: none"><li>• Service programs are evaluated in relation to content and delivery methods and delivered to children in an effective, positive manner.</li><li>• OSHC operations comply with regulatory requirements.</li><li>• Ensure practices of all educators are in accordance with the NQS and reflect the values, philosophy, policies and procedures of the service.</li></ul>

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

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

### Key Relationships

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

### Selection Criteria

#### Qualifications and Licences – Essential

- Holds an approved diploma qualification (or higher) as listed by ACECQA for SA.
- National Police Check (NPC). The certificate must have been issued within the last 6 months for new employees. After that, the certificate must be current (i.e., renewed before it expires every two years).
- International police check - for applicants who have lived or worked overseas in the past 5 years.

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- DHS Working with Children Check (WWCC)
- (HLTAID009) Provide CPR
- (HLTAID012) Provide Emergency First Aid in an Education and Care Setting
- Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC)
- Food handling
- SMART training
- Catholic Police Check (obtained for all OSHC educators, but mandatory only for certain sites)

### **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**

In order for young people to be inspired, they must Feel Safe and Be Safe. As part of our Safeguarding Strategy at the Y, we have developed our Safeguarding Framework which aspires to ensure that all Children and Young People are safe and feel safe at the Y, in their families and in their communities.

Our Safeguarding Framework aims to develop:

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- A safe culture nationally which empowers Children and Young People by promoting Children and Young Person focused leadership and governance;
- Safe operations to ensure Y People have the right policies, processes, and practices to keep Children and Young People safe; and
- Safe environments at the Y and in communities which empower Children and Young People to thrive.

All Y People are integral to ensuring the implementation of our Safeguarding Framework across the Y.  
Y People in Management Roles will do this by:

- Upholding the rights of and always acting in the best interest of Children and Young People
- Fulfilling your responsibilities under safeguarding legislation within your State, including declaring anything you become aware of through the course of your engagement with the Y which a reasonable person would consider could impede your suitability to have contact with Children and Young People
- Supporting your colleagues, supervisors and/or direct reports to understand their responsibilities under safeguarding legislation.
- Implement the Stay Safe, Tell Someone Program within your team and/or site.
- Actively educate, promote and advocate the protection and safety to all children and young people, families and their communities.
- Support your team to understand their safeguarding responsibilities and empower them to ask any questions if they are unsure.
- Maintaining appropriate vetting checks including, but not limited to, Working with Children Checks (or equivalent), National Police Check and International Police Check (as required).
- Participate in all safeguarding children and young people training for your role.
- Facilitate and champion safe operations to ensure Y people have the right policies, processes, and practices to keep children and young people safe.
- Facilitate the recruitment of the right people for the right roles at the right time to ensure appropriate knowledge and skills are available to enable best practice safeguarding throughout the Y.
- Implement the Stay Safe Be Safe and Stay Safe Tell Someone Programs.
- Recruit Y people in accordance with Y Safeguarding standards.
- Speaking up about any safeguarding risks and/or concerns to ensure that you are supporting the continuous improvement of our spaces and safeguarding practice.
- Champion safe environments at the Y and in communities which empower children and young people to thrive.
- Ensure that any new program initiatives are to include consultation with Children and Young People using the Y Safeguarding guidance and resources.

### 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

<b>Date created or revised:</b>	22 May 2024
<b>Approved by:</b>	Annie Hart – Head of People and Culture

### Acknowledgement of Incumbent

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

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	