

OSHC Educator (Unqualified) – Position Description

Position Title	OSHC Educator (Unqualified)
Department / Industry	Children's Services
Agreement / Award	YMCA South Australia Employee Collective Agreement 2006
Classification / Grade	CSA 2.1 – 2.4

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 is a not-for-profit community organisation that has served the South Australian community for more than 170 years. With approximately 800 employees, we deliver programs and services across the state in settings including community recreation centres, swimming pools, health and fitness facilities, community centres, camps, 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”.

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 an OSHC Educator you will be responsible for providing quality care and educational experiences for children in the OSHC and provide the highest level of customer service for families. The OSHC Educator will enjoy working in a team based working environment and have a genuine concern for and interest in the wellbeing and educational needs of children. You will assist in planning for and organising challenging and stimulating programs and activities for children aged 5-12 years.

Key Accountabilities	Key Tasks
<p>Delivery of quality care and children’s programs</p>	<ul style="list-style-type: none"> • Under direction, quality care is provided to meet the individual and group needs of school age children in a respectful, supportive, equitable and inclusive manner; as required, each child is given individual attention and comfort • Respect for and maintenance of confidentiality • Perform other duties as required and comply with reasonable directions • Refer families to the OSHC Director or delegate in a sensitive, supportive, and professional manner • Implement positive behaviour management procedures • Cope effectively in an emergency or stressful situation, until the responsibility may be deferred to the next most qualified employee • Interact with children in a positive, sensitive, meaningful and respectful manner • Work with individual children with particular needs • Meet the additional needs of children with complex health support needs, including personal hygiene and feeding, under direction • Assist in the implementation and evaluation of developmentally appropriate programs for children reflecting the multi-cultural and social nature of the community • Participation in the development of strong team work skills and a supportive team environment • Support a culture of continuous learning in the workplace (including own workplace learning) • Participate in the regular written and verbal information about relevant aspects of service delivery for families, and how they can become involved, as delegated by the Director • Support compliance with the appropriate reporting procedures and requirements. • Assistance in the implementation of quality programs and routines • Report observations of individual children or groups to qualified staff for program planning purposes. • Engage in active supervision at all times • Implement daily care routines under direction.

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	<ul style="list-style-type: none"> • Uphold food safety regulations. • Under direction, support the inclusion of children with additional needs, including children with disabilities, children with complex health support needs. Support and assist Aboriginal children and children from culturally and linguistically diverse backgrounds • Contribute towards the Service’s OSHC Quality Assurance Accreditation. • Work within the guidelines of occupational health and safety • Regular attendance at staff meetings as required by the Director • Perform other duties requested from time to time commensurate with skills and experience • Undertake other duties commensurate with salary
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Key Relationships	
Position reports to:	<ul style="list-style-type: none"> • OSHC Director
Direct reports:	<ul style="list-style-type: none"> • N/A
Key internal relationships:	<ul style="list-style-type: none"> • YMCA of South Australia staff and volunteers • YMCA Staff nationally • OSHC service staff
Key external relationships:	<ul style="list-style-type: none"> • Principal or delegate • School Governing Council • Families

Selection Criteria

Qualifications and Licences – Essential

- 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
- Food Handling
- SMART Training
- COVID Vaccination in line with Government mandates

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Qualifications and Licences – Desirable

- Catholic Police Check

Knowledge, Skills, Abilities and Experience – Essential

- Knowledge of responsibilities under Child Safe Environments compliance
- Sound knowledge of OSHC Quality Assurance
- Sound knowledge of SA Standards for OSHC compliance requirements
- Sound knowledge of recognised School Age Care Framework
- Experience interacting with groups of children from 5 – 12 years of age
- Awareness of accountability, Legal liability, and duty of care to children

Behaviours and Capabilities – Essential

- Effective interpersonal and supervisory skills
- Effective verbal and written communication skills
- Effective time management skills

Personal Attributes

- Demonstrates a commitment to the YMCA’s mission, and is able to role-model the “Y Factor” to others
- 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

Our Safeguarding vision is that all Children and Young People are empowered to feel safe and be safe at the Y, in their families and their communities.

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:

- 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

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- Safe environments at the Y and in communities which empower Children and Young People to thrive.

At the Y we commit to embedding our Safeguarding Framework across the Movement and continuing to work towards achieving our mission. In doing this, we commit to providing an environment that ensures the safety and wellbeing of all Children and Young People, families and communities and our Y People.

We commit to implementing and responding to our Stay Safe, Tell Someone Program for Children and Young People and all Y People, that if they see, hear or feel something that makes them worried or concerned, they can tell someone at the Y. We commit to responding to all safeguarding concerns made about children and young people by telling our Member Ys Safeguarding Leads and relevant external agencies as appropriate.

We commit to listening to Children and Young People, empowering them to speak up and amplifying their voices. This includes those from diverse backgrounds including our First Nations Children and Young People, those living with disability, those from culturally and linguistically diverse communities and those who identify as LGBTIQ+.

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:	12 October 2022
Approved by:	Srbijanka Rajic – Head of People and Safety
Signed:	

Acknowledgement of Incumbent

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

Name:	
Signature:	
Date:	