

## Job Description

### ASSISTANT OUTSIDE SCHOOL HOURS CARE

<b>POSITION LEVEL</b>	Casual/Part time/Full-time - Children's Services Award 2010
-----------------------	---

<b>REPORTS TO</b>	Outside School Hours Care Co-ordinator (or any other person who may from time to time be nominated)
-------------------	---

<b>PRIMARY RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Arrive approximately ten minutes before starting time.</li> <li>2. Be suitably attired and ready to begin work.</li> <li>3. Assist the Co-ordinator in the planning, preparation and implementation of activities when directed.</li> <li>4. Be aware of duty of care responsibilities and the safety of all children in the centre's care.</li> <li>5. Monitor staff: child ratios</li> <li>6. Be actively involved with the children in an appropriate manner.</li> <li>7. Ensure that the children abide by the centre's rules of behaviour, deal with any minor problems that may arise and bring more serious breaches of the rules to the Co-ordinator's attention as soon as possible.</li> <li>8. Assist the Co-ordinator in maintaining good relations with all parents.</li> <li>9. Assist with any clean-up or tidying duties.</li> <li>10. Ensure strict hygiene and sun safety practices are adhered to.</li> <li>11. Give adequate assistance to fellow staff members.</li> <li>12. Maintain work environment so as to minimise risk to both customers and staff.</li> <li>13. Report identifiable risk so that immediate action can be taken.</li> <li>14. Be aware of and implement the YMCA's Safeguarding Children and Young People policy.</li> <li>15. Uphold and promote the policies and mission of the YMCA of Brisbane and comply with all practices in the Quality Manual</li> <li>16. Comply with the YMCA's Occupational Health and Safety Policies and Procedures, including those relating to your specific role as found in the OHS Management: Roles and Responsibilities document</li> <li>17. Maintain the quality system and report any deviations from the intended system.</li> <li>18. Maintain confidentiality of information of the YMCA of Brisbane and Y-Care records and files, staff, families and children</li> <li>19. Any other duties as required within the Outside School Hours Care program or other venues as determined by the Chief Executive Officer from time to time.</li> </ol>
---------------------------------	--

<b>KNOWLEDGE AND EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1. Preferred Child Care or Teaching Training.</li> <li>2. Current Senior First Aid Certificate and CPR.</li> <li>3. Certificate of Suitability in accordance with the Commission for Children and Young People and Child Guardian Act 2000.</li> <li>4. Knowledge of and compliance with the National Quality Framework.</li> <li>5. Experience in dealing with children in a child care setting</li> </ol>
---------------------------------	--