

# POSITION DESCRIPTION

## Inclusion Support Coordinator - Outside of School Hours Care



Position Title	Inclusion Support Coordinator – Outside of School Hours Care
Group	Outside School Hours Care
Modern Award / Agreement	Award Free
Classification Level	Award Free
Position Status	Permanent
Reports to	OSHC Manager
Supervises	N/A

### About the YMCA of Brisbane

**Providing each and every person with opportunity to be healthy, happy and connected.**

Formed in 1864, the YMCA of Brisbane services over 10,000 members of the community every week and operates programs from over sixty-five sites in South East Queensland. The YMCA of Brisbane works from a base of Christian values to provide opportunities for all people to grow in body, mind and spirit. The services we provide at the YMCA help fund the benevolent arm of the organisation, Y-Care (South East Queensland) Inc.

**The YMCA of Brisbane is guided to achieve their mission by four key values:**

- Honesty
- Respect
- Caring
- Responsibility

### Industry Sector

The YMCA operates several OSHC services that provide before and after school care for children as well as school holiday programs. Our approach to OSHC is to provide a high quality, inclusive environment that gives children and young people the opportunity to learn, play, develop life skills and build lasting friendships in a safe, supported and friendly environment. Our programs and activities are aligned with the YMCA mission, to provide opportunities for all people to grow in body, mind and spirit.

### Position Summary

The purpose of this position is to provide support to the YMCA OSHC services in the following areas:

- Inclusion of children with disabilities and additional support needs
- Train, coach and develop OSHC staff in inclusive practices and frameworks
- Children from culturally and/or linguistically diverse backgrounds
- This will be achieved in the context of the National Quality Framework, with particular attention to the transition into care and out of care.

## Key Performance Indicators

- High levels of appropriate care, support and age appropriate activities implemented for children;
- Achieve and maintain a high quality care environment with an emphasis on inclusion in each service;
- Act as mentor, coach and trainer in appropriate methods and techniques for other staff;
- Effective teamwork and collaboration;
- Commitment to personal and professional development;
- Documented evidence that demonstrates that service procedures are followed;
- Promote and support the shared values of the YMCA of Brisbane.

## Duties and Responsibilities

### 1. INCLUSION SUPPORT

- Observe, assess, provide guidance and training to staff practice in relation to working with children with disabilities and additional needs;
- Observe, assess, provide guidance and training to staff practice in relation to working with children from culturally and/or linguistically diverse backgrounds
- Monitor service documentation related to inclusion practices and provide onsite training as required;
- Develop and implement procedures for staff education regarding specific children; i.e. daily diaries, child profiles, etc.;
- Develop and implement professional development plans for Educator training and development in consultation with the OSHC Manager;
- Network with the Inclusion Support Agency (ISA) on a regular basis and other relevant government agencies and industry partners as required;
- Monitor all current Inclusion Support Subsidy (ISS) arrangements and identify opportunities for further subsidy applications;
- Ensure all ISS applications, acquittals and associated documentation is completed in a timely manner;
- Work with all OSHC services to create and develop a Strategic Inclusion Plan (SIP) on behalf of the organization;
- Guide and oversee implementation of the YMCA OSHC Disability Action Plan;
- Respond promptly to all requests and referrals for inclusion support from OSHC services;
- Support Coordinators to develop a Strategic Inclusion Plan (SIP);
- Support OSHC services to access the resources available through the ISP and within their communities;
- Research, apply and promote diversity initiatives and sharing best practice.
- Oversee and monitor expenditure and acquittal of grants for the OSHC service;
- Work in a collaborative manner with the OSHC Manager and Area Coordinators in the development of all OSHC services annual budget and ensure budget expectations are achieved;
- Ensure compliance with all YMCA policies, procedures and practices by all OSHC personnel.

### 2. NATIONAL QUALITY FRAMEWORK COMPLIANCE

- Support Area Coordinators and Coordinators in the implementation of the National Quality Framework and the 'My Time, Our Place' Learning Framework for School Aged Children;
- Where identified provide service specific training and support to ensure services are meeting target milestones for their continual improvement of positive inclusion of children with additional needs, including the contribution to the development and monitoring of the QIP;
- As part of the OSHC team, monitor services to ensure compliance with legislative requirements, administrative requirements and adherence to YMCA policies and procedures by all YMCA OSHC personnel, ensuring that the relevant Area Coordinators and Manager OSHC are kept informed of any identified issues at all times;
- Complete IMS checklists, OSHC and Inclusion Audits on a regular basis;
- Assist with the timely completion of documents, reports and forms to the OSHC Manager;
- As part of the OSHC Administration Team, identify opportunities and prepare grant applications for the OSHC services.

### **3. LEADERSHIP AND TEAMWORK**

- Actively contribute to a team environment through open communication, participation in regular staff meetings, planning processes and policy review;
- Work in consultation with Area Coordinators to ensure the delivery of consistent practices across all services;
- Provide leadership and support to enhance the inclusion of children in the program;
- Lead staff in best practice at all times, support, engage, role model, mentor and work alongside staff in the program where required to increase knowledge of inclusive practices;
- Use existing knowledge, skills and experience to adapt the way work is organized;
- Model and support team/room educators to utilise a variety of strategies to support inclusive practice in daily work.

### **4. STAFF TRAINING AND DEVELOPMENT**

- Provide 1:1 or small group training and support in response to individual client needs;
- Responsible for the training and development of all OSHC staff involving:
  - Coach entry level staff in appropriate practices;
  - Identify, organize and/or conduct training in collaboration with management;
  - Provide mentoring for Coordinators, Assistant Coordinators and Educators on inclusive practices and behaviour management techniques;
- Research, identify and implement innovative strategies at all services in relation to inclusive practices;
- In cooperation with the OSHC Manager, identify and provide appropriate and ongoing training for Coordinators, Assistant Coordinators and Assistants to enable the OSHC service to develop, maintain and undertake all areas of the National Quality Framework and Inclusive practices;
- Contribute to performance reviews of Coordinators and Assistant Coordinators as appropriate.
- Participate in training and development activities to ensure the development of the competencies required to meet the needs of the team and service area, including but not limited to completing the compulsory training modules of the Professional Development Program arranged through OSHC and Industry Graduates Australia.

### **5. ADMINISTRATION**

- Complete any collection of data, medical or other records required in a timely manner, and in accordance with the service's policies and procedures and the NQS;
- Ensure completion of appropriate documentation, including file notes and incident reports as required;
- Ensure that all programming undertaken is appropriately maintained, documented and reviewed;
- Operate IT systems including, QikKids and the KU Portal system;
- Report to the YMCA of Brisbane on equipment and materials needed.

### **6. CONTRIBUTION TO THE SERVICE**

- Adhere to the National Quality Framework, relevant education standards and principles;
- Participate in relevant industry, sector and network meetings to promote the YMCA;
- Contribute to ongoing learning through reflective practice;
- Be a role model for the mission, values and vision of the YMCA of Brisbane;
- Engage in self-assessment and participate in training and development activities to ensure the development of the competencies required to meet the needs of the team and service area, including but not limited to completing all compulsory training modules from the nominated service provider;
- Attend professional development opportunities and meetings as appropriate or as directed.

## Health, Safety and Environment

- Work in accordance with the medication administration policy, work health and safety procedures and client right's policies including privacy and confidentiality;
- Support the management of a workplace that supports diversity including gender, cultural and generational diversity; provide equal employment opportunity and foster a respectful, inclusive workplace;
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation;
- Maintain the work environment so as to minimise risk to both customers and staff and report identifiable risk so that immediate action can be taken;
- Comply with the YMCA's Work Health and Safety Policies and Procedures, including those relating to your specific role as found in the OHS Management: Roles and Responsibilities document;
- Comply with the YMCA's ICT Policies and procedures, the Privacy Act and maintain confidentiality of all YMCA information, records and files;
- Must be aware of and implement the YMCA's Safeguarding Children and Young People Policy;
- Any other duties as determined by the Chief Executive Officer from time to time.

## Key Physical Requirements

- Standing/walking – Frequent
- Working indoors and outdoors – Occasional
- Working in a noisy environment and in non-air conditioned surroundings - Frequent
- Squatting/kneeling/bending/ stooping – Occasional
- Bilateral gross hand manipulations – Occasional
- Sitting – Frequent
- Driving – Constant
- Fine finger manipulations (keystrokes and writing) – Constant
- Lifting/carrying 10kg to 15kg - Occasional

(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

## General

- Be ready to commence work at the start time listed on the service roster;
- Be suitably attired in YMCA uniform (shirt), closed in shoes, and YMCA name badge;
- Record attendance and ensure clock in and out of every shift via Time and Attendance system;
- Apply for leave via the Time and Attendance System and contact the OSHC Manager as soon as possible prior to the commencement of a rostered shift if unable to attend work;
- Be familiar with the latest Childcare Management System and Families package;
- Promote and represent the YMCA at an industry or sector level as required;
- 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.

## Position Requirements / Selection Criteria

### **Essential:**

- A tertiary qualification in Community, Child Care, Teaching, Disability or equivalent and/or relevant experience;
- Demonstrated knowledge and experience in implementing inclusion and diversity programs within a childcare environment;
- Sound knowledge and understanding of applicable Legislation, Education and Care National Regulations, National Quality Framework and Industry Standards
- Demonstrated staff leadership and management experience including the ability to develop and engage staff;
- Effective time management, prioritization and problem solving skills;
- High level of written and verbal communication skills including proven ability to write reports and communicate effectively with diverse groups;
- An ability to work independently as well as in a team environment, coupled with the ability to achieve collaboration between stakeholders and manage group interactions effectively;
- Computer competency in utilising child care management software and MS Office;
- Currently possess, or be willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000;
- Achievement of YMCA's Safeguarding Children Training Certificate and complete annual refresher training;
- Current certification for First Aid, CPR, Asthma Management and Anaphylaxis Management;
- Current valid driver's licence.

### **Desirable:**

- Demonstrated experience working with young people with a disability and/or high/ complex needs;
- Previous experience working in OSHC

## Approval

<b>Date Position Description Created / Revised:</b>	
<b>Position Description approved by:</b>	Chief Executive Officer
<b>Signed:</b>	
<b>Date of Approval:</b>	

## Acknowledgement and Acceptance of Position Incumbent

I acknowledge that I have received and reviewed a copy of the position description for the role of Inclusion Support Coordinator – Outside of School Hours Care.

I confirm that I fully understand all my job duties and responsibilities and that I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my service without it being specifically included in the position description.

I have discussed any questions about this job description with my immediate supervisor prior to signing.

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

**RETURN TO HR**

