

YMCA POSITION DESCRIPTION – OSHC ASSISTANT COORDINATOR

Position Title	Assistant Coordinator		
Group	Childcare Services - Outside School Hours Care (OSHC)		
Modern Award / Agreement	Children's Services Award 2010		
Classification Level	4A.1 – 4A.5 (No qualification) / 4.1 – 4.3 (Qualified Large Service)		
Position Status	Permanent, Part-Time / Full-Time	Child Facing Role	Blue Card Required
		✓	✓
Safeguarding Classification	Child Facing Position (CF)		
Employment Screening	National Police Check; and Working with Children Check (Blue Card)		
Position Status	Permanent, Part-time		
Reports to	Coordinator or other person who may, from time to time, be nominated		
Supervises	Educators, Practical Placement Students, other (as required)		

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 OSHC Assistant Coordinator will apply knowledge and a range of skills to effectively and efficiently assist the Coordinator in managing the day to day operational aspects of the service including the provision of high quality child care, management of budgets, supervision of staff, liaison with a variety of stakeholders and ensuring compliance with Licensing and Accreditation Standards.

Key Performance Indicators:

- Effective day-to-day, managerial and operational assistance to the Coordinator;
- Contribute to creating a high-quality care environment with an emphasis on inclusion;
- High level of customer satisfaction;
- Demonstrated ability to implement work health and safety practices and emergency procedures when required;
- Ownership of and responsibility for work performed;
- Promote and support the shared values of the YMCA of Brisbane

Duties and Responsibilities

1. QUALITY EDUCATIONAL PROGRAM DELIVERY

- 1.1 Assist in the planning, preparation, implementation and evaluation of a program including a variety of activities catering for the specified age group, meeting the requirements according to the National Quality Framework;
- 1.2 Assist with the implementation and compliance of the Education and Care Services National Law Act and National Regulations and the National Quality Framework;
- 1.3 Be the Responsible Person in Charge when required of the service when the Coordinator is absent;
- 1.4 Undertake active and safe supervision of children to ensure our duty of care is met at all times;
- 1.5 Undertake accurate recording of all relevant observations of the children to support future program planning;
- 1.6 Support inclusive practices to include children with additional needs alongside their peers;
- 1.7 Work with each individual child/young person with consideration of his/her cultural background and respect the beliefs of the parents/family;



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- 1.8 Provide age appropriate resources and activities that allow for children to make choices and connections;
- 1.9 In liaison with the Coordinator, evaluate the effectiveness of the programs being offered through weekly reflections;
- 1.10 Administer first aid and medication, when required and fulfilling all associated legislative requirements;
- 1.11 Ensure correct recording of behavioural issues and all accidents and incidents;
- 1.12 Ensure standards of conduct and behaviour amongst children and staff are known and adhered to at all times;
- 1.13 Demonstrate knowledge of safe food handling, ensure strict hygiene and sun safety practices are adhered to at all times;
- 1.14 Assist the Coordinator to place orders for food items in accordance with planned menu/program for service and service budget;
- 1.15 When required Prepare breakfast, morning / afternoon tea in accordance with health, hygiene and Nutrition Australia guidelines when required.

2. POSITIVE RELATIONSHIPS WITH CHILDREN, FAMILIES, STAFF AND COMMUNITIES

- 2.1 Engage in warm, responsive, positive interactions with the children and their caretakers, supporting their learning and development;
- 2.2 Demonstrate effective partnerships with families through open and regular communication;
- 2.3 Regularly share with families their child's involvement in activities;
- 2.4 Regularly inform families as to their entitlements and obligations;
- 2.5 Provide quality customer service to families and the community;
- 2.6 In consultation with the Coordinator, effectively liaise with the school where the program operates;
- 2.7 Assist with ensuring that enrolment information is accurately and completely entered into the service database;
- 2.8 Assist with compiling family enrolment packs ensuring there is always a supply available;
- 2.9 Be aware of duty of care responsibilities and the safety of all children in the services care, including people authorized to collect children.

3. SERVICE MANAGEMENT AND CENTRE ADMINISTRATION

- 3.1 Track craft, stationery, sporting equipment, electrical goods and paper work requirements according to legislative requirements and advise the Coordinator of any materials needed;
- 3.2 Assist with completing reports on attendances and other agreed Centre performance objectives;
- 3.3 Reflect on the effectiveness of the program and provide recommendations for future programs, activities and initiatives to the Coordinator;
- 3.4 Provide receipts and ensure not more than allocated petty cash is spent and acquitted when in a responsible person's role. Ensure the money is spent in accordance with petty cash policy;
- 3.5 Ensure all assigned administrative and office duties are completed on time;
- 3.6 Monitor and maintain correct staff/child ratio and required qualification requirements at all times;
- 3.7 Provide support to the Coordinator in monitoring income and expenditure;
- 3.8 Assist with preparing a marketing plan on a yearly basis and actively market the service;
- 3.9 Ensure staff files are kept up to date at the service and the OSHC Administration Office with certified copies of Blue cards, First Aid, CPR and qualifications of all staff that are on rosters.

4. STAFF MANAGEMENT

- 4.1 Assist the Coordinator to manage staffing and rostering of staff in a cost-effective manner;
- 4.2 Authorise rosters and timesheets if required;
- 4.3 Manage rosters to ensure no overtime is accrued or authorised unnecessarily;
- 4.4 Assist the Coordinator in providing adequate assistance and guidance in induction, orientation, annual staff appraisal and training processes in accordance with YMCA HR policies and procedures;
- 4.5 Ensure that employees within the area of operations understand and maintain the quality system and ensure that procedures and instructions are complied with;
- 4.6 Oversee and guide staff interaction with children;
- 4.7 Maintain currency of all qualifications necessary to fulfil the requirements of the position;
- 4.8 Develop and maintain effective teamwork relationships with all team members, students and visiting personnel;
- 4.9 Be a positive role model to staff.

5. CONTRIBUTION TO THE SERVICE

- 5.1 Adhere to the National Quality Framework, relevant education standards and principles;
- 5.2 Provide assistance to fellow staff members as required;



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- 5.3 Assist the service to ensure the completion of any collection of data or other records required;
- 5.4 Be ready to commence work at the start time listed on the service roster;
- 5.5 Be suitably attired in YMCA uniform (shirt), closed in shoes, and YMCA name badge at all times;
- 5.6 You may be required to work at different YMCA OSHC sites;
- 5.7 Engage in self-assessment and participate in training and development activities, including but not limited to completing all compulsory training modules from the nominated service provider.

Safeguarding Children

6. SAFEGUARDING CHILDREN REQUIREMENTS

The status for your position as either child-facing or non-child-facing is outlined on page one of your position description. The YMCA has requirements for both child-facing and non-child-facing roles which are indicated below.

Child-Facing Roles

- 6.1 Declare anything you become aware of through the course of your engagement with the YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people;
- 6.2 Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect;
- 6.3 Adhere to all policies and procedures relating to safeguarding children and young people and the Safeguarding code of conduct;
- 6.4 Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws;
- 6.5 Complete a Working with Children Check (Blue Card) prior to commencement and maintain currency throughout employment;
- 6.6 Complete a National and/or International Police Check prior to employment and at the discretion of the YMCA;
- 6.7 Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures;
- 6.8 Participate in safeguarding children and young people training as directed;

Non-Child-Facing Roles

- 6.9 Participate in safeguarding children and young people training as directed
- 6.10 Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families;
- 6.11 Any new program initiatives are to include consultation with children and young people, using standardised practices and resources;
- 6.12 Maintain a working knowledge of policies and procedures relating to safeguarding children and young people;
- 6.13 Attend any other training legally mandated by your role in relation to safeguarding children and young people;
- 6.14 Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities.

General

7. GENERAL REQUIREMENTS

- 7.1 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;
- 7.2 Comply with all Policies and procedures
- 7.3 Maintain confidentiality of all YMCA information, records and files;
- 7.4 Complete the YMCA Induction and other required training as required by organisational policy and procedures;
- 7.5 Uphold, promote and comply with the policies, mission and values of the YMCA;
- 7.6 Any other duties as determined by the Chief Executive Officer as required.

Health and Safety

8. WHS RESPONSIBILITIES FOR ALL EMPLOYEES / VOLUNTEERS

- 8.1 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;
- 8.2 Be familiar with the YMCA WHS Policy and other health and safety policies, procedures and requirements;
- 8.3 Accept responsibility and accountability for compliance and cooperation with all WHS policies, procedures and practices established by the YMCA;
- 8.4 Report all hazards, near-misses, incidents and injuries in accordance with organisation policy and procedures;
- 8.5 Wear appropriate clothing, footwear and protective equipment for the work performed and work environment;
- 8.6 Properly use equipment, including any relevant safety equipment or devices;



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- 8.7 Participate in discussions and consultation on the management and resolution of WHS risks;
- 8.8 Accurately complete all required WHS documentation relevant to position and work activities being undertaken
- 8.9 Continually monitor the workplace for hazards so as to minimize the risk to both customers and staff;
- 8.10 Make suggestions for improvements to health and safety practices within the workplace;
- 8.11 Take reasonable care for your own health and safety and that acts or omissions do not adversely affect the health and safety of others;
- 8.12 Comply with any reasonable instruction that is given by the YMCA for ensuring health and safety.

Key Physical Requirements

1. Walking / standing – Constant
2. Sitting – interacting with children, facilitating activities – Constant
3. Squatting/ bending/kneeling – Frequent
4. Working outdoors – Frequent
5. Fine motor skills (keying, typing) – Frequent
6. Gross motor skills (setting up, packing up) – Occasional to Frequent (depending on service)
7. Lifting/carrying up to 10kg - Frequent

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

Position Requirements / Selection Criteria

Essential:

1. A tertiary qualification in Community, Child Care, Teaching, Disability or equivalent or Certificate 3 in Children's Services and/or relevant experience and/or working towards a suitable qualification;
2. Demonstrated extensive experience working with young children;
3. Ability to work in a team and to exercise tact, discretion and sound judgement and embrace collaborative learning practices;
4. Ability to maintain confidentiality;
5. High level interpersonal, written and verbal communication skills;
6. Computer competency in utilising child care management software and MS Office;
7. 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;
8. Achievement of YMCA's Safeguarding Children Training Certificate and complete annual refresher training;
9. Current certification for First Aid, CPR, Asthma Management and Anaphylaxis Management

Desirable:

1. Demonstrated understanding of contemporary child care and early learning practices and issues;
2. Knowledge of operational management including staffing ratio's, budgeting and occupancy levels.

Approval

Date Position Description Revised:	10.06.2019
Position Description approved by:	Chief Executive Officer
Date of Approval:	

