

YMCA POSITION DESCRIPTION – OSHC EDUCATOR

Position Title	OSHC Educator		
Group	Childcare Services - Outside School Hours Care (OSHC)		
Modern Award / Agreement	Children's Services Award 2010		
Classification Level	2.1 – 2.2 (No qualification) / 3.1 – 3.3 (Cert III) /3.4 (Diploma)		
Position Status	Casual	Child Facing Role	Blue Card Required
		✓	✓
Safeguarding Classification	Child Facing Position (CF)		
Employment Screening	National Police Check; and Working with Children Check (Blue Card)		
Reports to	Coordinator or other person who may, from time to time, be nominated		
Supervises	N/A		

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

This position will promote children's well-being, development and learning and help them develop values, attitudes and ways of living and learning that will make them effective members of our community. This will be achieved by providing care, activities and educational elements to those in the program, working within the YMCA of Brisbane OSHC services' philosophy, policies and procedures, under limited supervision and as part of a team.

The **Key Performance Indicators** of this position are delivery of high quality child care; high level of customer service; ownership of work performed; effective team work and adherence to YMCA policies, practices and procedures.

Duties and Responsibilities

1. QUALITY EDUCATIONAL PROGRAM DELIVERY

- 1.1 Assist in the planning, implementation, assessment and review of a high quality and diverse educational program based on appropriate curriculum frameworks with reference to the National Quality System (NQS) and My Time Our Place;
- 1.2 Undertake activities with children that follow defined programs as directed by the Coordinator or Responsible Person;
- 1.3 Assist and/ or facilitate effective interaction between groups and individuals utilising the program;
- 1.4 Assist in ensuring that the program promotes children's choices and evidences input from children and parents;
- 1.5 Be actively involved with the children in an appropriate manner, adhering to all relevant policies and procedures;
- 1.6 Support the provision of organised activities and programs including but not limited to: administrative tasks, set up and clean away activities and client contact related to a defined program;
- 1.7 Assist in the preparation and/or make of equipment and materials for use as directed;
- 1.8 Assist in ensuring that Educator-to-child ratios and qualification requirements are maintained at all times;
- 1.9 Assist in the planning and preparation of breakfast and morning tea/afternoon tea menu as directed;
- 1.10 Ensure that the children abide by the service's rules of behaviour, deal with any minor incidents that may arise appropriately and bring more serious breaches of the rules to the supervisor's attention as soon as possible;
- 1.11 Resolve conflicts with and between children reasonably, positively and cooperatively;
- 1.12 Understand and adhere to policy and correct recording of behavioural problems and of all accidents/ incidents



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and report immediately to the supervisor.

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

- 2.1 Assist with the development and maintain respectful and equitable relationships with children;
- 2.2 Engage in warm, responsive and positive interactions with children;
- 2.3 Support inclusive practices to include children with additional needs alongside their peers;
- 2.4 Assist with developing and maintaining positive partnerships with parents and guardians, this involves greeting and/or acknowledging parents and informing them of any relevant information regarding their children in an appropriate manner;
- 2.5 Assist and support communication with parents, staff members, outside agencies, the school community and other stakeholders as directed;
- 2.6 Work with each individual child/young person with consideration of his/her cultural background and respect the beliefs of the parents/family/guardian;
- 2.7 Be aware of duty of care responsibilities and the safety of all children in the service's care, including people authorised to collect children;
- 2.8 Work cooperatively and respectfully with other Educators and management;
- 2.9 When on excursion in the community ensure to represent and behave in such a manner that is respectful to the organisation.

3. CONTRIBUTION TO THE SERVICE

- 3.1 Adhere to the National Quality Framework, relevant education standards and principles;
- 3.2 Provide assistance to fellow staff members as required;
- 3.3 Participate in training and development activities, including but not limited to completing all compulsory training modules from the nominated service provider;
- 3.4 Be ready to commence work at the start time listed on the service roster;
- 3.5 Be suitably attired in YMCA uniform and ensure a professional appearance, strictly meeting all requirements of the YMCA Employee Uniform Policy;
- 3.6 Contact the Nominated Supervisor/ Coordinator as soon as possible prior to the commencement of a rostered shift if unable to attend work;
- 3.7 Non-usage of personal mobile phones or other electronic equipment such as smart watches during program unless prior approval has been sought from the Coordinator and/or in case of an emergency;
- 3.8 Any other duties as determined by the Chief Executive Officer as required.

Safeguarding Children

4. 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

- 4.1 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;
- 4.2 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;
- 4.3 Adhere to all policies and procedures relating to safeguarding children and young people and the Safeguarding code of conduct;
- 4.4 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;
- 4.5 Complete a Working with Children Check (Blue Card) prior to commencement and maintain currency throughout employment;
- 4.6 Complete a National and/or International Police Check prior to employment and at the discretion of the YMCA;
- 4.7 Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures;
- 4.8 Participate in safeguarding children and young people training as directed;

Non-Child-Facing Roles

- 4.9 Participate in safeguarding children and young people training as directed
- 4.10 Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families;
- 4.11 Any new program initiatives are to include consultation with children and young people, using standardised practices and resources;



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- 4.12 Maintain a working knowledge of policies and procedures relating to safeguarding children and young people;
- 4.13 Attend any other training legally mandated by your role in relation to safeguarding children and young people;
- 4.14 Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities.

General

5. GENERAL REQUIREMENTS

- 5.1 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;
- 5.2 Comply with all Policies and procedures
- 5.3 Maintain confidentiality of all YMCA information, records and files;
- 5.4 Complete the YMCA Induction and other required training as required by organisational policy and procedures;
- 5.5 Uphold, promote and comply with the policies, mission and values of the YMCA;
- 5.6 Any other duties as determined by the Chief Executive Officer as required.

Health and Safety

6. WHS RESPONSIBILITIES FOR ALL EMPLOYEES / VOLUNTEERS

- 6.1 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;
- 6.2 Be familiar with the YMCA WHS Policy and other health and safety policies, procedures and requirements;
- 6.3 Accept responsibility and accountability for compliance and cooperation with all WHS policies, procedures and practices established by the YMCA;
- 6.4 Report all hazards, near-misses, incidents and injuries in accordance with organisation policy and procedures;
- 6.5 Wear appropriate clothing, footwear and protective equipment for the work performed and work environment;
- 6.6 Properly use equipment, including any relevant safety equipment or devices;
- 6.7 Participate in discussions and consultation on the management and resolution of WHS risks;
- 6.8 Accurately complete all required WHS documentation relevant to position and work activities being undertaken
- 6.9 Continually monitor the workplace for hazards so as to minimize the risk to both customers and staff;
- 6.10 Make suggestions for improvements to health and safety practices within the workplace;
- 6.11 Take reasonable care for your own health and safety and that acts or omissions do not adversely affect the health and safety of others;
- 6.12 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 and exposure to sun – Frequent
- 5. Fine motor skills (keying, typing) – Occasional
- 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 relevant qualification in Community, Child Care, Teaching or equivalent and/or relevant experience and/or working towards a suitable qualification;
- 2. Demonstrated ability to communicate effectively at all levels;
- 3. Knowledge of health, hygiene and nutritional needs of children;
- 4. Demonstrated ability to work effectively with minimum direction and as part of a team;
- 5. Ability to maintain confidentiality;
- 6. Sound knowledge of computer systems including an ability to use the Microsoft Office suite of programs;
- 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. Current certification for First Aid, CPR, Asthma Management and Anaphylaxis Management, or willingness to



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obtain.

9. Achievement of YMCA’s Safeguarding Children Training Certificate and complete annual refresher training.

Desirable:

1. Demonstrated experience working with young children;
2. Knowledge of relevant legislation regarding the provision of school age care.

Approval

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

