

Out of School Hours Care Educator - Casual

Incumbent									
Department	Corporate and Community Services								
Main Purpose of the Role	To ensure that Greater Hume Children Services before and after school care and vacation care								
Reports to	Centre Team Leader/Centre Director								
Staff Supervised	Nil.								
Hours of Work	Hours can vary and will be rostered based on availability. OSHC hours are Monday to Friday ranging from 6.45am to 9.20am and 3pm to 6pm. Vacation Care hours will be determined by the requirements from families, our operational hours can range between 7am and 6pm.								
Salary	<table border="1"> <tr> <td>Grade</td> <td>7</td> <td>Band</td> <td>1</td> <td>Level</td> <td>4</td> <td>Step</td> <td>Entry</td> </tr> </table>	Grade	7	Band	1	Level	4	Step	Entry
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Last Reviewed	October 2024								
Declaration:	I am fit and willing to perform the inherent requirements of this position, as outlined within this Position Description.								
Signature:									
Date:									

Key Tasks

- Developing and delivering a diverse range of activities such as arts, crafts, science, sport and drama based on children's interests.
- Documenting the children's learning and relating it to the My Time Our Place frame work.
- Creating and implementing a program based on the children's interests, developmental requirements and implementing the My Time Our Place framework.
- Collaborating with the team to innovate experiences to promote children's wellbeing and overall growth
- Developing strong relationships with children, families, caregivers, school and the wider community.

You will enjoy:

- Support and ongoing training and career opportunities
- Competitive above award rates and an uniform allowance
- Genuine opportunities for career progression
- A Health and Wellbeing program, and access to a range of free resources including our Employee Assistance Program

Other Requirements

- A full functional and medical assessment is required for this position
- This position requires evidence of a current NSW Working with Children Check
- This position is located at Henty however occasional visits to external sites may be required across Council's Culcairn, Holbrook and Walla Walla Centres

Interpersonal Skills

- Ability to provide support and relevant information to parents encouraging parental involvement and participation to the Centre's activities
- Demonstrated knowledge of the day to day care of the children; including programing, documentation, hygiene and health, safety practices and National Quality Standards.
- Ability to work in a team environment and independently.
- High level of verbal and written communication skills, providing accurate information and appropriate referrals in a friendly and courteous manner, promoting a positive image of the Service at all times.

Essential Criteria for Appointment

Essential:

- Current First Aid Certificate (compulsory to have and maintain)
- NSW Working with Children Check Clearance
- NSW Police Check Clearance
- Child Protection Training

Desirable:

- Class C (standard) Drivers Licence
- Experience working in an early childhood setting is not essential

Part 4 – WHS & R Responsibilities Accountabilities and Authorities

The following responsibilities, accountabilities and authorities set out hereunder form part of your job description.

RWHS Responsibilities

- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work to your Supervisor
- Comply with all safe work practices and procedures set in place by Management (following consultation with relevant employees) and to observe all instructions issued to protect your health and safety or the health and safety of others
- Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with SafeWork NSW and other requirements
- Work towards achieving set RWHS targets and target completion times
- Support Rehabilitation in the workplace
- Cooperate with Council in the fulfilment of obligations placed upon Council in accordance with the current Work Health and Safety Act and Regulations
- Participate in workplace RWHS inspections
- Be vigilant and report risks that may affect persons outside Council i.e. members of the public, visitors, etc. Such risks may be due to deterioration in roads, footpaths, parks, drains and other infrastructure
- Ensure any RWHS Records are created and maintained in accordance with Council's policies and procedures
- Assist Management and/or trained staff in conducting RWHS Risk Assessments and in the implementation of control measures

RWHS Accountabilities

- Following all Council Safe Work Practices and Procedures
- Reporting all incidents, accidents and injuries prior to completion of work on the day
- Participating in Team meetings
- Complying with all externally issued safety and health instructions issued by SafeWork NSW and government Agencies
- Attending all compulsory and relevant training

RWHS Authorities

- To fix any problems/hazards within your scope of responsibility and financial delegation
- To immediately report any problem/hazards outside of your scope of responsibility or financial delegation to your Manager, Supervisor or Team Leader for immediate action

Critical Physical Factors

The following Critical Physical Factors are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these Critical Physical Factors as an inherent requirement of their employment:

- Ability to lift 15kgs floor to shoulder height occasionally
- Ability to squat and kneel on one or both knees occasionally and up to periods of up to 10 minutes and to crawl to access confined spaces
- Ability to climb steps / stairs occasionally
- Capacity to stand for sustained periods
- Capacity to maintain fine hand and finger use during periods of sustained computer use
- Capacity to sit for sustained periods
- Ability to alternate between sitting and standing constantly
- Ability to walk on both even and uneven ground.

Delegations

Nil.

Special Conditions of Employment

- This position has been identified as “**child-related employment**” under the Commission for Children and Young People Act 1998. Relevant criminal history and apprehended violence order checks, structured referee reports and prior employment checks, including relevant disciplinary proceedings will be conducted on recommended applicants
- **It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position.** As an applicant for a child-related employment position, you will be required to make a disclosure as to whether you are a prohibited person, that is, someone who has been convicted of a serious sex offence.

Additional Duties

This position has been identified in the Greater Hume Council First Aid Procedure as being a First Aid Officer.

Access to a first aid kit and appropriate training and vaccination will be provided to fulfil these duties.

No allowance is paid.