

Position Description:

Children's Services Out of School Hours Assistant - Casual

PRIMARY ROLE STATEMENT

Our purpose is to provide valuable services that strengthen and support the Cumberland Community. Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these. In contributing to the vision and mission for Children Youth and Families, the Out of School Hours Assistant - Casual will empower today's children to become tomorrow's future. This role is responsible for undertaking the day to day operation of the centre they will be committed to educate and nurture children from all communities to be respectful, resilient and confident by providing an environment that is accepting, safe and inspiring. They will assist in the delivery of an innovative and educational program that provides a warm and caring environment that enriches and enhances the children's lives and compliments their families' beliefs.

KEY DUTIES AND RESPONSIBILITIES

Key Relationships

As a Casual employee you will develop key relationships with Education and Care Staff, other Council staff, children and their families.

Legislation, Compliance & Reporting

- Assist in implementing the daily program in line with NQF including documenting children's journals and developmental records.
- Ensure compliance with Road Safety and parking rules when transporting children.
- Complete all relevant reports and drills in relation to incidents of concern, evacuations, accidents and maintenance requirements.
- Maintain a clean and safe environment for the children.

Program

- Assist with the quality care and well-being of each individual child, accept each child as an individual and work towards developing the child to his/her maximum potential, provide positive guidance and encouragement toward acceptable behaviour.
- Ensure the dignity and rights of each child being educated and cared for by the service are maintained at all times.
- Create an environment where the children have the opportunity to become self-reliant and to develop self-esteem.
- To model a positive attitude of learning and curiosity about different ways of doing things; show a readiness to learn and discuss new ideas; maintain a creative approach to teaching.

Effective Communication & Relationship Building

- Develop relationships with children, families and educators.

- Be knowledgeable about the surrounding community know about services available and how they can be of assistance.
- To maintain confidentiality in relation to staff, children and family matters.

Business Management

- To be willing to participate in meetings, fundraising, conferences and training courses where appropriate.
- To report incidents of concern to your direct supervisor and fill out the required forms i.e. accidents and maintenance requirements.
- Promote Education and Care Services to families and the wider community informing them of the benefits and variety of Education and Care Services.
- The management and administration of Education and Care Services is located in the Council Chambers at 16 Memorial Avenue, Merrylands in addition there are 17 Education and Care Centres located across Cumberland educating and caring for children from birth to thirteen (0-13) years of age. You may be required to work at any of these locations at any time.
- If your position is fixed term Council cannot give any undertaking as to continued employment on conclusion of the fixed term contract, if you have been appointed permanently then this clause does not apply.
- Each centre varies with relation to the operating hours therefore you would be required to work on a roster between 6am and 6pm, this could include split shifts, if part time you could be required to work more than your normal number of hours at your ordinary hourly rate up to a maximum of 35 per week.

Risk Management

Worker Risk Responsibilities

- Staff are required to act at all times in a manner which does not place at risk the health and safety of themselves or any other person in the workplace.
- Staff should provide input into various risk management activities.
- Staff are responsible and accountable for taking practical steps to minimise Council's exposure to risks including contractual, legal and professional liability in so far as is reasonably practicable within their area of activity and responsibility.

Energy & Water Commitment Statement

Employees' Responsibilities

Staff are responsible for taking practical steps to reduce Council's energy and water use within their activity and responsibility.

Record Keeping

To accept and undertake the requirements and obligations for effective recordkeeping as outlined in the document 'What have records got to do with me?' and to ensure the creation, careful handling and preservation of records which are entrusted to my care, as an employee of council.



We are **determined**
to succeed



We are **inclusive**
in our approach



We are **progressive**
in our outlook

Child Safe Organisation

- This position is designated as child related. Applicants will need to provide suitable identification and personal details and a valid Working with Children Check Clearance Number must be submitted with your application. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.
- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

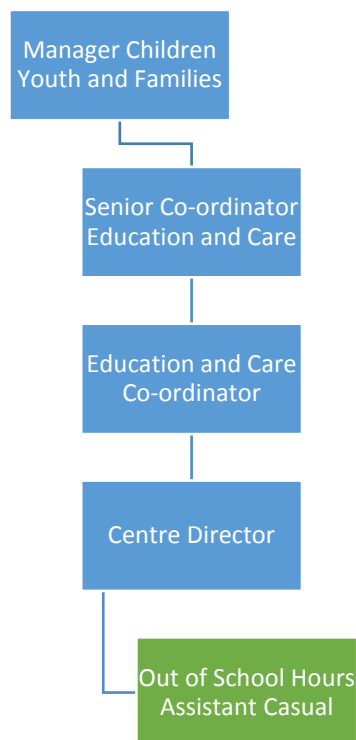
Fraud and Corruption Prevention

- Comply with Council’s ethical conduct, risk management and policy frameworks and Fraud Control Plan.
- Follow and implement any risk based controls and procedures identified for the Business Unit to help prevent and detect any fraudulent and corrupt activity.

Work Health & Safety

- In accordance with councils WHS policy 2018, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have agreed to work to this policy.

ORGANISATION STRUCTURE



We are **determined** to succeed



We are **inclusive** in our approach



We are **progressive** in our outlook

ABILITIES, QUALIFICATIONS, EXPERIENCE

Essential

- No formal qualification is required
- Understanding that the Education and Care environment must be safe for children
- Valid Working with Children Check Clearance Number
- Proven skills and experience in the following areas
 - Child care and education
 - Customer service
 - Communication skills in written and oral format
 - Computer operating systems
 - Effective time management and organisational skills

Desirable

- Drivers Licence and Reliable vehicle, suitable for transporting children
- Class LR Drivers licence (Mini bus)
- First Aid Certificate
- Experience in working in local government
- Ability to work in a team environment with minimal supervision
- An understanding of relevant legislation
 - Work, Health and Safety Legislation (WH&S) – formerly OH&S
 - Equal Employment Opportunities (EEO)
 - Child Protection Legislation
 - National Quality Framework (NQF)
 - National Quality Standards (NQS)
 - Approved Learning Framework - Early Years Learning Framework (EYLF) / My Time Our Place (School Aged Framework)
 - Education and Care Services National Regulations

Employment Screening Required

- Qualifications verification
- Licence Check if driving Council vehicles
- Working With Children's Check
- Police Check



We are **determined**
to succeed



We are **inclusive**
in our approach



We are **progressive**
in our outlook

Classification/Grade/Band/Level	Cumberland Grade 2
Job Function Group:	Operational
Reports to:	Centre Director
Staff Reporting Responsibilities:	Nil
Budget Responsibility:	Nil

Date:

Agreed:

 [Insert Employee Name]

 Employee signature



We are **determined**
to succeed



We are **inclusive**
in our approach



We are **progressive**
in our outlook