

POSITION DESCRIPTION

POSITION	OSHC EDUCATOR
SERVICE	OUTSIDE OF SCHOOL HOURS PROGRAM (OSHC)/ CHILDREN AND YOUTH SERVICES

DIMENSIONS

LOCATION	WITHIN THE CATHOLIC DIOCESE OF WOLLONGONG (MAP)
DIRECTLY ACCOUNTABLE TO	OSHC COORDINATOR
DIRECT REPORTS	N/A
REQUIRED PRE-EMPLOYMENT CHECKS	NATIONAL CRIMINAL HISTORY RECORD CHECK, WORKING WITH CHILDREN CHECK

MISSION, VALUES & VISION

We seek to bring joy to those we serve by enabling growth, healing, and hope. By delivering effective and high quality social services, CatholicCare helps to build the social and emotional wellbeing of individuals, families and communities. Our employees ascribe to the shared values of Dignity, Integrity, Compassion and Equity to fulfil our vision of living together in thriving communities where the human dignity of all is respected and valued. Our employment practices require all employees and volunteers to embrace and inspire others to promote the mission, vision and shared values of CatholicCare in the Diocese of Wollongong.

STRATEGIC PLAN

We respond to the needs of those we serve and our changing environment by organising our efforts around priorities detailed in our Strategic Plan.

PROGRAM AIM

To provide sector leading Outside of School Hours Child Care (OSHC) program delivery in the Diocese of Wollongong consistent with our mission, vision and values to achieve our strategic goals. In a period of Agency expansion, we anticipate significant advancements in service provision in this growing market sector.

POSITION PURPOSE

In accordance with Catholic social teaching, legislative and operational requirements, contribute to the operation of an effective and caring environment which supports the needs of children in a manner consistent with the mission, vision and values of CatholicCare OSHC Program.

POSITION REQUIREMENT

OSHC Educators will ensure a safe, caring and interactive environment is provided for children while fostering positive interactions with parents and families. This position requires the incumbent to assist in the preparation, implementation and evaluation of programs consistent with current regulations and frameworks. OSHC Educators will create positive relationships with local communities and model and support positive interactions with children in line with CatholicCare's mission, vision and values.

Physical Requirements

- Ability to lift up to 10kg
- Ability to bend at knees and/ or hips
- Ability to kneel
- Good cardiovascular fitness
- Ability to stand for long periods
- Ability to reach below knee height

- Ability to reach forward
- Ability to sit for long periods
- Ability to push / pull up to 15kg

KEY ROLES AND RESPONSIBILITIES

GENERAL

- Commitment to and a willingness and ability to promote and apply the mission and values of CatholicCare, our strategic plan, policies and procedures and funding bodies' contractual obligations.
- Adherence to agency policies and procedures including client confidentiality protocols.
- Practice and promote an organisational culture that supports excellence in service delivery to people accessing CatholicCare's services.
- Apply work practices and behaviours that comply with CatholicCare's Code of Conduct, Framework for Practice and Policies and Procedures.
- Carry out responsibilities under the Work, Health & Safety Act 2011. Be responsible for the health and safety of yourself and others in the workplace. Report any incidents or workplace hazards in accordance with CatholicCare's incident reporting system.
- Actively promote CatholicCare as a service provider and employer of choice.
- Meet Key Performance Indicators (KPI's) as set by CatholicCare.
- Provide stewardship over allocation of CatholicCare resources effectively, economically and efficiently.
- Undertake other duties and responsibilities as requested by CatholicCare from time to time.
- Be available to work flexible hours including some evenings and weekends if required.
- Be able to drive safely and confidently across all areas of the Diocese of Wollongong
- Commitment to quality practices that support the best interest of the children

PROGRAM SPECIFIC

- Participate as a member of a team by maintaining positive work relationships
- Demonstrate effective and positive communication and liaise with local communities, families and children
- Adhere to and promote all standards, regulations, policies & procedures
- Contribute to continuous improvement processes
- Be actively involved in professional and personal development
- Support and follow all reasonable workplace instructions
- Comply with all relevant Workplace Health and Safety Legislation and Australian Standards
- Ensure the environment is healthy and safe including but not limited to the physical environment, food preparation, active supervision and hygiene
- Perform manual handling duties to set up and pack down educational spaces including but not limited to lifting, bending, moving equipment and manual handling
- Establish and maintain respectful and trust-based relationships with all stakeholders
- Current unencumbered NSW drivers' licence
- Cleared Working with Children Check

SELECTION CRITERIA

Essential skills, knowledge and experience:

Experience

- Experience delivering quality education and/or care of children

Skills

- Commitment to and a willingness and ability to promote and apply the mission & values of CatholicCare
- Demonstrated ability to work as part of a team. Reflect on feedback from others, use it as an opportunity to learn and take appropriate action
- Exceptional interpersonal and customer focussed skills with the ability to engage and build trust and rapport with the team, children, families and key stakeholders
- Time management
- Responsible and punctual
- Excellent verbal and non-verbal communication

Knowledge

- Certificate 3 in Children's Services (or equivalent) or demonstrated willingness to complete studies
- Hold a valid paid Working with Children's Check (or willing to obtain at own cost)
- Completed appropriate Child Protection training required to fulfil s162A either CHCPRT001 – Identify and respond to children and young people at risk or CHCPRT002 – Support the rights and safety of children and young people (or willing to obtain at own cost)
- Current and valid First Aid Certificate - either HTLAID012 or HLTAID004 including
 - CPR - HLTAID001 or HTLAID009
 - Asthma and Anaphylaxis training - 22282VIC (Asthma) 22300VIC (Anaphylaxis) (or willing to obtain at own cost)
- Knowledge of current legislation, relevant compliance and funding body's requirements and protocols as relates to the program areas.
- Conversant with the My Time, Our Place Framework and the National Quality Framework
- Understanding of programming and planning

Desirable

- Experience working and engaging with Aboriginal communities, individuals and groups
- Experience supporting children with diverse learning needs.

ATTACHMENTS

Nil

Date of Last Review: 18 March 2021

