



POSITION DESCRIPTION

Position Title: OSHC Lead Educator
Classification / Grade: CS 3.1
Employment Status: Casual
Qualifications: <ul style="list-style-type: none">• Minimum requirements as per ACECQA approved qualification Essential (must hold or be willing to obtain) <ul style="list-style-type: none">• First Aid HLTAID012 (formally HTL004) and maintain every three years' qualification• Current CPR HLTAID009 (formally HLTAID001) and maintain annual qualification• Drivers Licence• National Police Record Check – maintained every 3 years• Working with Children Check-Employee Card – maintained every 5 years• NDIS Worker Screening Check – maintained every 5 years• Satisfactorily completed Safeguarding Children and Young People Online Course – maintained every 3 years and• Annual Safeguarding Children and Young People update training
Minimum Requirements: <ul style="list-style-type: none">• Has adequate knowledge and understanding of the provision of education and care to children in an education and care service.• Has history of compliance with the laws associated with Education and Care Services• Qualification as listed above Desirable: <ul style="list-style-type: none">• Epilepsy Course- PHE2007 Supporting Clients with Epilepsy• Midazolam Course- PHEMID 2013 Midazolam Administration for the treatment of seizures via intranasal and Buccal routes
Reports to : Outside School Hours Care Co-ordinator

The YMCA Movement

The YMCA is an International, National, State and Local movement dedicated to the improvement of the communities in which it works. The YMCA has undergone enormous growth over the past decade and enjoys a reputation of leadership in the areas of customer service, quality management and community development.

YMCA's across Australia seek to be a well governed community-based Movement that positively impacts each and every person and is committed to achieving its Mission, social relevance and institutional viability.

Our Movement is one that is firmly based on integrity, is innovative, purposeful in our future focus, growing in its impact on community and which values its people.

YMCA Geelong Inc.

YMCA Geelong Inc. has a proud history of serving Geelong and district for over 65 years, having been the pioneers in the introduction of many sport and recreational pursuits in the region. YMCA Geelong primarily operates out of owned facilities, the YMCA Newtown Stadium, YMCA Camp Wyuna (Queenscliff), leased facilities at the Geelong Arena in North Geelong, and we manage in partnership recreation facilities with the Golden Plains Shire Council. We also work within the Geelong and district community providing further community service programs and activities.

YMCA Geelong Inc.

ABN: 29 064 925 688

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The YMCA is committed to the improvement of the communities in which it works as reflected in our Vision -**YMCA makes a difference to people's lives providing healthier, happier, connected communities.**

While our focus is on our community we use our belief statement

We believe in the power of inspired young people

to actively guide our behaviours, vision and mission to ensure that young people are given a voice in our organisation. They are supported to be the best versions of themselves and with shared leadership through inter-generational support and opportunities to develop we can truly see young people as the future.

We employ more than 150 people (63% are under the age of 25) in administration, management and service delivery roles across our operations at Camp Wyuna, Newtown, North Geelong and Bannockburn.

YMCA Geelong is a not for profit, community based, mission driven charity that is governed by a voluntary Board of professionals who advocate for a healthier, happier, connected Geelong.

As a leading provider of Children's Service in the Geelong community we aspire to be a child safe, family friendly organisation and have in place policies and procedures that govern the way in which we work.

Our business operations provide the communities we work in with access to affordable programs that aim to connect people, encourage participation in physical activities that contribute to a healthier, happier holistic person. Our programs are inclusive of all ages and abilities.

Service Description

YMCA St Mary Mackillop OSHC program is a newly established licensed children's service under the management of YMCA Geelong Inc. YMCA Geelong is an approved Children's Service provider with the Department of Education and Training (DET). YMCA St Mary Mackillop OSCH will be licensed up to 60 places.

The Education Leader will work in with the Principal and school community of St Mary Mackillop Primary School Bannockburn to deliver a high quality engaging program for primary school aged children.

The program will run during school terms and depending on enrollments may also extend to vacation care at the site. Opportunity will be provided for additional hours during School holidays for deployment to YMCA Newtown for the Geelong and District YMCA Vacation Care program.

The program will be established and operated from Bannockburn Community Sport Stadium 32 High Street Bannockburn (next to St Mary Mackillop Primary School)

The service will operate Monday- Friday 6.45am-8.45am and 3.30pm-6.00pm.

Outside School Hours Care

At the YMCA we love providing opportunities for all children to be healthier, happier and connected. This is an opportunity to be a leader of a passionate team of educators.

We believe in the power of inspired young people and through our training and development



opportunities seek to develop great people to become great leaders.

We aim to provide the community with engaging, socially connected educational programs that a fun for school aged children during Outside School Hours Care environment.

Our philosophy is to;

Building Capacity- YMCA has a role in building the capacity of those whose lives we touch and work with.

Developing the whole child- YMCA strives for the highest quality education and care, assisting each child to maximise their learning outcomes.

Providing high quality, evidence-informed practice-YMCA enables children to identify their own learning interests and needs and supports them as they develop and grow.

Our quality improvement plan is the core of our services continuous improvement program and it is the responsibility of the Out of School Hours Care Coordinator to ensure the service delivers educational outcomes outlined in the National Quality Framework.

Position Summary

The position will require acceptance of responsibility for delivery of the YMCA School Holiday Program and all related aspects including the compliance to the Children's Services Act and Regulations. The position will require adherence to the legislative and contractual obligation of conducting Outside School Hours Care services. The position will require a mix of direct service and administrative duties.

Key Responsibilities

The Education Leader will be directly accountable and responsible for the following;

Outside School Hours Care

- Assist in the implementation of the children's program under supervision.
- Assist in the implementation of daily care routines.
- Develop awareness of and assist in maintenance of the health and safety of the children in care.
- Engage with each child individual attention and comfort as required.
- Understand and work according to the centre or service's policies and procedures.
- Demonstrate knowledge of hygienic handling of food and equipment
- Attend meetings and workshops
- Act as a certified Supervisor (if nominated to do so)
- Ensure correct methods of service are upheld (as stated in staff manual)
- Liaise with parents when dropping off or collecting their children providing feedback to families as to the day their children have had
- Support the inclusion of children in the program
- Provide basic physical and emotional care for children such as toileting, meals and lifting. (Wipes, gloves and other sanitary supplies are provided for staff for toileting and feeding requirements).
- Communicate with children about comprehension of basic tasks and information
- Address immediate behavior issues relating to specific children
- Work as part of a team to ensure the care, leadership and supervision of children
- Lead both small and large groups of children in activities



- Assist in program planning and program delivery as directed by the Co-ordinator
- Completion of incident reports as required
- Report any concerns to the Outside School Hours Care Co-ordinator
- Follow directions from the Outside School Hours Care Co-ordinator which complies with the following requirements:
 - National Quality Standards
 - Nation Quality Framework, "My Time, Our Place"
 - Children's Services Regulations 2009
 - Children's Services Act 1996
 - YMCA Policies and Procedures

General Professional Requirements

- Read, understand and conform to YMCA policies and guidelines around the safety of children as outlined in the YMCA's Safeguarding Children and Young People Policy.
- Works as part of a team and shows professionalism.
- Ensure you are welcoming to all families who enter the facility
- Be punctual in both attendance of shift and attendance at staff meetings.
- Serve as a role model for the principles of inclusion and tolerance.
- Maintain high standards of presentation, personal grooming and adhere to the uniform policy.
- Model effective problem solving and conflict negotiations
- Be committed to maintaining the work area in a clean, safe and presentable state
- Conduct yourself in a manner consistent with the values of the YMCA; Honesty, Responsibility, Caring and Respect
- Comply with and be committed to the maintenance and development of the YMCA Quality Assurance System
- Adhere to work instructions and guidelines within departmental area manuals
- Models effective problem solving and conflict negotiations.
- Is committed to maintaining the work area in a clean, safe and presentable state.
- Adhere YMCA Code of Conduct Policy
- Adhere to the guidelines of YMCA's Safeguarding Children and Young People Policy and the Code of Conduct
- Adhere to guidelines within YMCA Integrated Management System
- Take reasonable care of your own health and safety, and for the health and safety of others
- Cooperate with the YMCA with respect to legislative Occupational Health and Safety requirements and the YMCA General Health and Safety Guidelines

Workplace Health, Safety and Environment

- Take reasonable care for your own health and safety, and the health and safety of others.
- Be responsible for creating a healthy, happy and safe work environment.
- Comply with all legislative OHS requirements, and YMCA OHS policies and procedures.
- Report all safety and security issues to the area Coordinator, Duty Manager or Centre Manager.
- Be prepared to contribute recommendations to the OHS Committee, and provide feedback on OHS Policies and Procedures as required.
- Recognise that cleanliness and organisation provides a more effective workplace.
- To enable the YMCA to meet its obligations for providing a healthy and safe working environment for you, you must inform your Manager of any issues which may impact your ability to safely perform your role.



Safeguarding Children and Young People

In addition to meeting your core functions, duties and responsibilities as outlined in the Position Description, you are also required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines in the YMCA Geelong Staff and Volunteer Handbook, as well as comply with all aspects of our Safeguarding Children and Young People Policy and Procedures. You will receive a copy of the Staff and Volunteer Handbook, Policy and Procedures during your induction process. The main responsibilities of your position at YMCA Geelong with regards to Safeguarding Children and Young People are as follows:

- Promote a welcoming and safe environment for children and young people.
- Participate in safeguarding children and young people training as directed
- Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families
- Any new program initiatives are to include consultation with children and young people, using standardised practices and resources
- Attend any other training legally mandated by your role in relation to safeguarding children and young people
- Declare anything you become aware of through the course of your engagement with YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people
- 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
- 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
- Complete WWCC prior to commencement and maintain currency throughout employment
- Complete a National/International Police Check prior to employment and at the discretion of the YMCA, the cost of this is to be paid by the employer.
- Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities
- Ensure that your interactions with children and young people are positive and safe.
- Report any suspicious concerns, allegations or disclosures of alleged abuse to management.
- Report to management any criminal charges and convictions you receive during the course of your employment that may indicate a possible risk to children and young people.
- Maintain a working knowledge of policies and procedures relating to safeguarding children and young people

Privacy & Confidentiality

YMCA Geelong is committed to the responsible collection, handling, storage, protection and destruction of personal information, as specified in the Privacy Act 1988. We respect the privacy of our participants, parents, staff, volunteers and other visitors to our facilities. YMCA Geelong adopts stringent procedures and practices in how we collect, handle, store, protect and destroy personal information and all employees and volunteers must follow these processes as part of your induction and ongoing employment. Any breach of process may result in a notifiable breach and damage the reputation of the YMCA and cause harm to our participant, patron or member.



Authority & Accountability

Immediately respond to customer's needs and concerns to ensure quality of service meets agreed standards

Ensure performance standards during shift

Key Selection Criteria

Proven experience and or skills to effectively assist with the management of key aspects of the service including:

- Committed to YMCA values, vision and mission, policies and procedures
- Relevant Qualifications and Experience demonstrated
- Ability to build desired work and quality culture within the service
- Strong interpersonal skills, with an ability to build a rapport and strong relationships with staff and customers
- Strong verbal communication skills including the ability to tailor communications to different stakeholders
- Proven ability to engage with children to ensure they are healthy, happy and connected

Physical Requirements of the Position

- The candidates for this position must meet YMCA Fit for Work requirements;
- Set up and pack up of equipment, tables, boxes
- Manual handling with and without aides

Experience Required

- Demonstrated experience in the areas of the Key Selection Criteria within the recreation industry or other field
- A minimum of 12 months' industry experience

Conditions of Employment

- This position is in accordance with the terms and conditions of the YMCA Staff Collective Agreement 2008 and conditions outlined in the Letter of Appointment
- Hold a current Victorian driver's license.
- Holding a current Working with Children's Check- Employee (WWCC) card and maintain every 5 years
- Subject to National Criminal Record Check before commencement and throughout your employment.
- Undertaken Induction training session and Safeguarding Children and Young People Online training and annual updates
- Requires flexible work hours with evening and some weekend work.
- Subject to a 24 week probationary period.
- Acknowledge, implement and comply with YMCA Policies and Procedures (<https://www.geelong.ymca.org.au/staffportal>).
- Complete Disclosure of Pre-existing Injuries and Illness form and complete all onboarding

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forms and requirements.

- Provide evidence that the candidate is fully vaccinated with COVID-19 Vaccination.

Approved by: Shona Eland
Position: CEO – YMCA Geelong
Date: 29.11.2021

Acknowledgement of Position Incumbent

I _____ acknowledge that I have read and understood the requirements of this **OSHC Lead Educator** position description.

Signature: _____ Date: _____