

POSITION DESCRIPTION

Position Title:	Outside of School Hours Co-ordinator (St Mary Mackillop Bannockburn OSHC)
Employment Status:	Fulltime
Classification / Grade:	YMCA Geelong Staff Agreement 2008 CS 5.1 - 6.1
Qualifications:	<ul style="list-style-type: none"> • CERTIFICATE IV or Diploma in an ACECQA approved qualification • National Police Record Check – maintained every 3 years • Working with Children Check-Employee Card – maintained every 5 years • NDIS Workers 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 • First Aid Course HLTAID011 which included CPR, Asthma Management and Anaphylaxis Course completion • Annual Diversity and Inclusion Training • A minimum of 3-5 years' work experience • Hold a Victorian Driver's License
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 :	Shona Eland - CEO

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 Geelong celebrated more than 65 years of community service across the greater Geelong region.

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 us 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.

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 community sport and recreation organisation 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 Bannockburn OSHC (SMMB OSHC) is an established licensed children's service under the management of YMCA Geelong Inc. y Geelong is an approved Children's Service provider with the Department of Education and Training (DET). YMCA St Mary Mackillop Bannockburn OSHC is licensed up to 60 places.

The Co-ordinator will be responsible for the operational requirements of the service and will work in partnership 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. The Y recognises that job security and progression are important in the development of our coordinators and therefore can provide permanent employment in term breaks on our Geelong and District YMCA Vacation Care program based at YMCA Newtown.

SMMB OSHC operates from Bannockburn Community Sport Stadium 32 High Street Bannockburn (next to St Mary Mackillop Primary School)

The service operates from Monday- Friday 6.45am-8.45am and 3.15pm-6.00pm for families. The role is a leadership position that provides administration, co-ordination and planning time and direct service.

Outside School Hours Care

At the Y 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

This position provides leadership and service co-ordination from St Mary Mackillop Bannockburn OSHC. Ensuring that the program offers a safe and enjoyable experience for all children attending the programs while leading best practice in OSHC for our children, families and staff. The OSHC Coordinator has primary responsibility for ensuring the OSHC programs are operating within all legislative requirements and are meeting or exceeding all requirements of the National Quality Framework while enhancing YMCA reputation.

The successful applicant will be responsible for leading a cohesive team committed to making a difference in our children's and families lives while delivering an essential service to the whole school community.

Key Responsibilities

The OSHC Coordinator will be directly accountable and responsible for the following program;

- Comply with the following requirements:
 - o National Quality Standards
 - o Nation Quality Framework, "My Time, Our Place"
 - o Children's Services Regulations 2009
 - o Children's Services Act 1996
 - o YMCA Policies and Procedures

- OSHC Program development, planning, marketing, customer bookings, staff training, meeting, performance and management.
- Compliances to Children's Services Regulations,
- Development of Quality Improvement plan and implementation,
- Direct Service Delivery of the OSHC program,
- Customer service inclusive of payments
- Processing of Inclusion Support Funding and Claims, NDIS Claims
- Financial performance and management
- Financial reporting
- Risk and assessment and rating
- ACEQCA reporting
- Staff rostering and coverage when staff are unavailable for shifts
- Recruitment and training of staff with the support of People and Culture Team.

General Professional Requirements

- Read, understand and implement 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 attendances 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
- Adhere YMCA Code of Conduct Policy
- Adhere to the guidelines of YMCA's Safeguarding Children and Young People Policy
- Take reasonable care of your own health and safety, and for the health and safety of others
- Provide YMCA Geelong with a current copy of Training Transcript on a six monthly basis until the completion of the Diploma, then provide the Diploma Certificate.
- 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, hazards, maintenances and security issues to the CEO
- 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
- Upholding the rights of and always acting in the best interest of- Children and Young People
- Fulfilling your responsibilities under safeguarding legislation within your State/s and/or Territory/ies, including declaring anything you become aware of through the course of

your engagement with the Y which a reasonable person would consider could impede your suitability to have contact with Children and Young People

- Supporting your colleagues, supervisors and/or direct reports to understand their responsibilities under safeguarding legislation.
- Maintaining appropriate vetting checks including, but not limited to, Working with Children Checks (or equivalent), National Police Check and International Police Check (as required).
- Participate in all safeguarding children and young people training for your role.
- Speaking up about any safeguarding risks and/or concerns to ensure that you are supporting the continuous improvement of our spaces and safeguarding practice.
- Participate in all required Safeguarding Children and Young People training for your role.
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse or neglect in line with policies and procedures
- Actively participate and contribute to continuous improvement of Safeguarding policies, procedures and practices.
- Support the facilitation of safe operations to ensure Y people have the right policies, processes and practices to keep children and young people safe.
- Actively participate and contribute to continuous improvement of Safeguarding policies, procedures and practices.
- Complete appropriately detailed risk assessments to address any vulnerabilities to children and young people- as required.
- Empower all children and Young People to have a voice particularly in matters that affect them.
- Actively educate, promote and advocate the protection and safety to all children and young people, families and their communities.
- Implement the Stay Safe, Tell Someone Program within your team and/or site.
- Actively educate, promote and advocate the protection and safety to all children and young people, families and their communities.
- Support your team to understand their safeguarding responsibilities and empower them to ask any questions if they are unsure.
- Facilitate and champion safe operations to ensure Y people have the right policies, processes and practices to keep children and young people safe.
- Facilitate the recruitment of the right people for the right roles at the right time to ensure appropriate knowledge and skills are available to enable best practice safeguarding throughout the Y.
- Implement the Stay Safe Be Safe and Stay Safe Tell Someone Programs.
- Recruit Y people in accordance with Y Safeguarding standards.
- Champion safe environments at the Y and in communities which empower children and young people to thrive.
- Ensure that any new program initiatives are to include consultation with Children and Young People using the Y Safeguarding guidance and resources.

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

The role is delegated the decision making responsibility in line with the role and responsibilities outlined in the YMCA Geelong Policy and Procedure Library and within approved business plan and budget perimeters.

As a member of YMCA OSHC Team, the Coordinator is accountable for the performance of the OSHC program at the site. Levels of authority are determined in documentation such as the YMCA delegations of authority document.

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

Report to the supervisor with any queries, concerns, etc.

Ensure performance standards during shift are maintained.

Identify hazards and ensure safety on site

Report all First Aid Minor or Major Incidents to the supervisor.

Key Selection Criteria

- Experience at developing and delivering quality programs and service delivery in Children's Service settings which includes strong knowledge of the regulatory framework associated with National Framework and Children's Service Regulations.
- Ability to recruit, train, build a positive workplace culture and performance manage a staff.
- Strong interpersonal skills, with an ability to build a rapport and strong relationships with children, parents and staff.
- Excellent organisational, time management and financial management skills.
- Exemplary levels of professionalism and integrity.

Physical Requirements of the Position

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

Experience Required

- Demonstrated experience in the areas of the Key Selection Criteria within the Children's Services industry
- A minimum of 3-5 years' work experience in OSHC service delivery/ co-ordination
- QiKids system user

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
- This position holds a CS 5.1 – CS 6.1
- Must organise own reliable transport.
- Requires flexible work hours, typically shift vary within the span of hours – clause 22.2 EBA 2008
- Hold a Victorian Driver's License
- Hold a current Working with Children's Check- Employee (WWCC) if 18 years or over and has YMCA Geelong listed as Employer
- Acknowledge, implement and comply with YMCA Policies and Procedures (<https://geelong.ymca.org.au/who-we-are/ymca-policies>)
- Report any suspicious behaviors, concerns, allegations or disclosures of alleged abuse to management.
- Undergo National Criminal History Checks at the discretion of management
- Produce evidence of International Police Record Check if candidate has worked overseas in the past 10 years.
- 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.
- Undertaken Induction training session and Safeguarding Children and Young People Online training.
- Subject to a 24-week probationary period.
- Complete Disclosure of Pre-existing Injuries and Illness form and complete all onboarding forms and requirements and update employer should any medical condition/ injury/illness occurs throughout the duration of employment.
- Provide evidence that the candidate is fully vaccinated with COVID-19 Vaccination.

Employee Perks

- Salary Packaging and salary sacrifice super
- Vaccination program
- Flexible work offering Full time and Part time
- Above Award wages
- Paid Parental Leave
- Family Violence Leave
- Employee Assistance Program – Counselling support and Manager Assistance
- Staff recognition events
- Career pathway planning and funding training courses and work release

Approved by: Shona Eland
Position: CEO – YMCA Geelong
Date: 29.07.2022

Acknowledgement of Position Incumbent

I _____ acknowledge that I have read and understood the requirements of this OSHC Co-ordinator- YMCA St Mary Mackillop Bannockburn OSHC position description.

Signature: _____ Date: _____

Outside School Hours Care- SMMB Coordinator CS 5.1 – CS6.1 fulltime V8 29.07.2022 SE C-19