

## OSHC First Qualified Educator - Position Description

<b>POSTION TITLE</b>	OSHC First Qualified Educator
<b>DEPARTMENT / INDUSTRY</b>	Children’s Services
<b>AWARD / AGREEMENT</b>	Children’s Services Award 2010
<b>CLASSIFICATION / GRADE</b>	Level 6

### About YMCA South Australia

**“We work together from a base of Christian values to provide opportunities for all people to grow in body mind and spirit”** (our mission).

YMCA South Australia is a not-for-profit community organisation that has served the South Australian community for 175 years. With approximately 1,200 employees (and growing), we deliver programs and services across the state in settings including community recreation centres, swimming pools, health and fitness facilities, community centres, camps, early education and schools and youth services.

Our aim is to develop the whole person, helping all South Australians connect with a better life. Not only their physical fitness and capabilities, but also their sense of identity, purpose, hope and dignity; psychological health; resilience; social connectedness; lifelong learning; and their own contribution back into the community. All the elements that together constitute a full, healthy, productive, and satisfying life.

Our vision is to see **“lives enriched through wellbeing”** in this wider, and more integrated, sense across all of the South Australian communities in which we work.

### The Y Factor

YMCA South Australia’s culture is characterised by what we call “the Y Factor” – **“genuine care for the whole person, for every person.”** This ethos runs deep at the Y, being evident in our rich history of positive change around the world. This kind of authentic concern for others opens the opportunity for deeper and more profound impact – both on the community’s wellbeing and our own as staff and volunteers. The YMCA is an environment in which everyone is to be recognised and appreciated as the unique and inherently valuable person they are. A place in which every person can “grow in body, mind and spirit”.

For further information regarding YMCA South Australia, please visit [www.sa.ymca.org.au](http://www.sa.ymca.org.au).

**Position Summary and Requirements**

**“As a member of staff at YMCA South Australia, this position requires you to work as part of a team committed to goals and mission that actively fosters community participation and involvement.”**

As an OSHC Educator, you will be responsible for providing quality care and educational experiences for children in the OSHC and provide the highest level of customer service for families. The OSHC Educator will enjoy working in a team based working environment and have a genuine concern for and interest in the wellbeing and educational needs of children. You will assist in planning for and organising challenging and stimulating programs and activities for children aged 5-12 years.

Effective 10 May 2024, the Education and Care Services National Regulations have introduced a 2-tier qualification requirement for OSHC services in South Australia. This new regulation mandates that at least one educator present at all times must hold an approved diploma qualification (or higher) as listed by ACECQA for SA (Tier 1). Second and subsequent qualified educators may hold a Certificate III level qualification (or higher) in education, care, or disability, or have completed 50% of a diploma in education, care, or disability (Tier 2). The responsibilities for First Qualified and Second Qualified Educators are the same, with the key difference being the minimum qualification requirements.

Areas of accountability	Key duties
<b>Delivery of quality care and children’s programs</b>	<ul style="list-style-type: none"> <li>• Assist families in a sensitive, supportive and professional manner.</li> <li>• Develop and implement positive behaviour management procedures.</li> <li>• Cope effectively in an emergency or stressful situation.</li> <li>• Interact with children in a positive, sensitive, meaningful and respectful manner.</li> <li>• Work with individual children with particular needs.</li> <li>• Meet the additional needs of children with complex health support needs, including person hygiene and feeding.</li> <li>• Plan, develop, implement and evaluate developmentally appropriate programs for children reflecting the multi-cultural and social nature of the community.</li> <li>• Participation in staff development and professional learning opportunities as required.</li> <li>• Support a culture of continuous learning in the workplace (including own workplace learning).</li> <li>• Supervision of the quality, development, implementation and evaluation of the programs and routines.</li> <li>• Provision of program balance to include flexibility, variety, fun, safety, choices and support for the physical, social and emotional well-being of children.</li> <li>• Plan for and facilitate the inclusion of children with additional needs, including children with disabilities, children with complex health support needs, Aboriginal children and children from culturally and linguistically diverse backgrounds.</li> <li>• Maintenance and support of a safe environment for staff and children.</li> <li>• Maintenance of accurate records as required.</li> <li>• Development, implementation and evaluation of daily care routines.</li> <li>• Contribution towards the Service’s OSHC Quality Assurance accreditation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Uphold food and safety regulations.</li> <li>• Engage in active supervision of children at all times.</li> <li>• Regular attendance at staff meetings as required by the Director.</li> <li>• Perform other duties requested from time to time commensurate with skills and experience.</li> </ul>
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**Key Relationships**

<b>Reporting to:</b>	OSHC Director
<b>Direct Reports:</b>	N/A
<b>Key Internal Relationships:</b>	YMCA of South Australia staff and volunteers YMCA staff nationally OSHC service staff
<b>Key External Relationships:</b>	Patrons and key stakeholders of YMCA South Australia Principal or delegate School Governing Council Families

**Selection Criteria**

**Qualifications and Licences – Essential**

- National Criminal History Records Check (NCHRC) (must be within 6 months of issue date).
- International police check (for applicants who have worked overseas in the last 5 years).
- DHS South Australian Employment Working with Children Check (WWCC).
- RRHAN-EC Masterclass – Responding to Risks of Harm, Abuse and Neglect – Education & Care.
- HLTAID009 Provide CPR.
- HLTAID012 Provide First Aid in an Education and Care setting.
- Food Handling certification.
- Catholic Police Check (obtained for all OSHC educators, but mandatory only for certain sites).
- National Child Safety Training (Foundation and Advanced, as required by Dept. of Education)

**Knowledge and Experience – Essential**

- Knowledge of responsibilities under Child Safe Environments compliance.
- Sound knowledge of OSHC Quality Assurance.

- Sound knowledge of SA Standards for OSHC compliance requirements.
- Sound knowledge of recognised School Age Care Framework.
- Experience interacting with groups of children from 5 – 12 years of age.
- Awareness of accountability, legal liability, and duty of care to children.

#### **Behaviours and Capabilities – Essential**

- Well developed observation and reporting skills.
- Effective consultative, interpersonal and supervisory skills.
- Effective verbal and written communication skills.
- Effective time management skills.

#### **Personal Attributes**

- Demonstrates a commitment to the YMCA’s mission and can role-model the “Y Factor” to others.
- Creates a fun and exciting work atmosphere that is hardworking, and goal orientated.
- Demonstrated ability to work effectively both independently and as part of a team.
- Creates a welcoming atmosphere by engaging all people in a friendly and approachable manner.
- Works as part of a team and shows professionalism.
- Punctual in both attendance on shift and attendance at staff meetings.
- Promptly responds to customers’ needs or concerns.
- Recognises and acts on the need for support and will accept and delegate responsibility when required.
- Models, demonstrates, and teaches positive values like caring, honesty, respect, and responsibility.
- Maintains high standards of presentation and personal grooming.

#### **Safeguarding Children and Young People**

For young people to be inspired, they must Feel Safe and Be Safe. As part of our Safeguarding Strategy at the Y, we have developed our Safeguarding Framework which aspires to ensure that all Children and Young People are safe and feel safe at the Y, in their families and in their communities.

Our Safeguarding Framework aims to develop:

- A safe culture nationally which empowers Children and Young People by promoting Children and Young Person focused leadership and governance.
- Safe operations to ensure Y People have the right policies, processes and practices to keep Children and Young People safe; and
- Safe environments at the Y and in communities which empower Children and Young People to thrive.

All Y People are integral to ensuring the implementation of our Safeguarding Framework across the Y. Y People in Direct Contact Roles will do this by:

- 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, 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.
- 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.
- Maintaining appropriate vetting checks including, but not limited to, Working with Children Checks (or equivalent), National Police Check and International Police Check (as required).
- 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.
- Speaking up about any safeguarding risks and/or concerns to ensure that you are supporting the continuous improvement of our spaces and safeguarding practice.
- 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.

### Work Health and Safety

You will be required to:

- Familiarise yourself with all policies, procedures, and work practices of YMCA South Australia.
- Maintain currency of knowledge in relation to work health and safety.
- Maintain a working knowledge and understanding of your centre's Emergency Action Plan.
- Take responsibility for your own health and safety and the safety of the work environment.
- Ensure that your actions and omissions do not adversely affect the health and safety of other persons.
- Comply with all reasonable instructions in relation to work health and safety, including YMCA South Australia's policies and procedures as amended from time to time.
- Assist YMCA South Australia to provide an inclusive workplace by adhering to YMCA South Australia's Access and Inclusion Policy and applicable equal opportunity laws as amended from time to time.
- Inform your manager of any issues or concerns that may affect your ability to perform your role safely.
- Promote a positive safety culture by contributing to the health and safety consultation, communication, and action.

- Respond to plant and building emergencies and act as chief warden in an emergency evacuating the Centre if required.

**Approval of Position Description**

<b>Date created or revised:</b>	22 May 2024
<b>Approved by:</b>	Annie Hart- Head of People and Culture

**Acknowledgement of Incumbent**

**I acknowledge that I have read and understood the requirements of this position.**

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	