



COBAR SHIRE COUNCIL

JOB DESCRIPTION

TITLE: After School Care Educator - Casual

EMPLOYEE NAME:

CLASSIFICATION: Band 1, Level 3

DATE: November 2013

Note:

- 1. This is not a static document, management reserves the right to review and amend this job description in consultation and mutual agreement with the position holder from time to time as the need arises.*
 - 2. This position is subject to ongoing Government funding.*
 - 3. This position is "Child Related Employment" and it is an offence for a prohibited person to apply. All applicants will be required to sign a declaration and consent form to conduct a Working with Children Check.*
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JOB SUMMARY

- To develop the quality of care provided by the Cobar Outside Of School Hours (COOSH) care for the physical, social and emotional benefits of the children of Cobar and surrounding districts.
- Coordination and supervision of COOSH activities.
- To provide and promote a professional image and service to the users of the COOSH service.
- To carry out administration for the COOSH service.
- Plan, set up and pack away COOSH service equipment each day.
- Plan, prepare, serve and clean-up afternoon tea each day.

- Implement the National Quality Framework and My Time, Our Place documents as required.

JOB RESPONSIBILITIES

- Responsible to: Manager Children's Services
- Responsible for: Nil
- The position is a member of the Corporate and Community Services Department. This Department is responsible for:
 - Lilliane Brady Village aged care facility
 - Tourism and Public Relations
 - Finance and Administration
 - Children's Services
 - Cobar Youth and Fitness Centre
 - Library Services
- As a member of this Department the person may be directed to carry out such duties that are within the limits of the employee's skill, competence and training, to assist the Section in meeting its overall objectives.

SPECIFIC ACCOUNTABILITIES

- 1 To oversee the quality of child development provided for children by planning and implementing a programme of activities for COOSH.
- 2 To keep appropriate records of programmes, attendance records, menus and accident reports. All paperwork to be forwarded to the Manager Children's Services.
- 3 To identify and be aware of children with special needs, and to liaise with parents and relevant professionals to assist in their development.
- 4 Coordinate and supervise COOSH.
- 5 As directed by the Manager Children's Services, organise and conduct children's excursions and outings.
- 6 To practice the guidelines in the My Time, Our Place document.
- 7 To attend meetings, in-service training, seminars and workshops in order to keep abreast of current trends in childhood, regulations and data processing.
- 8 To monitor the safety of the work environment.
- 9 To actively participate in the National Quality Framework
- 10 Maintain positive public relations with local schools, groups and authorities.
- 11 Work with other members as a team.

12 WHS Responsibilities:

- a. Ensure all work is performed in accordance with the requirements of Council's work health and safety policy and procedures
- b. Ensure all work is performed in accordance with the site-specific risk assessments, SWMS (safe work method statements) and SOPs (standard operating procedures)
- c. Take reasonable care for own health and safety as well as health and safety of others by adhering to safe working procedures including verbal instructions given by supervisors.
- d. Report all identified hazards, accidents/incidents and near misses to manager/supervisor by actively monitoring the workplace to determine presence of hazards and initiate actions to rectify/eliminate the hazard.
- e. Use and maintain all safety equipment and personal protective equipment in accordance with relevant standards.
- f. Commitment to work health and safety, and promote a risk assessment approach to all activities performed by Council by participating in risk assessment process and attending toolbox and other meetings relating to workplace health and safety requirements.
- g. Have a sound understanding of workplace health and safety requirements associated with employment duties by attending workplace health and safety training sessions.

SKILL DESCRIPTORS

AUTHORITY AND ACCOUNTABILITY

- The jobholder is responsible for completion of regularly occurring tasks with general guidance on a daily basis.
- Decisions will either be guided by practices, procedures and precedent or will be made in consultation with the immediate supervisor. This job requires moderate planning to assure the appropriate sequence of activities and co-ordination or resources.
- Knowledge of the structure, functions and processes of the job holder's own section is required to competently complete the tasks required in the job. A decision made by the jobholder affects the work and activities of others within the section.
- This job is not responsible for controlling expenditure. The jobholder specifies requirements as an input to budget development but has no responsibilities for generating non-standard revenue.

JUDGEMENT AND PROBLEM SOLVING

- The jobholder is required to follow predetermined procedures where a choice between more than two options are present.
- Problems are solved by examination and analysis of readily obtained information and the selection of an appropriate solution from a small number of options. The jobholder is required to recommend and make normal improvements to existing methods and techniques.

SPECIALIST KNOWLEDGE AND SKILLS

- The jobholder will have job-specific skills and knowledge gained through on-the-job training and experience or gained through external training over a number of months.
- Knowledge, with a high level of demonstrated competency, is required in the area of Child Development and Care.
- In addition, the job holder requires an understanding and competence in the following knowledge areas in order to solve day to day problems:
 - ✓ National Quality Framework
 - ✓ Curriculum Planning
 - ✓ My Time Our Place document
 - ✓ Operation of general office machinery

MANAGEMENT SKILL

- This position directly supervises the children attending the service.
- The person may participate in following work areas:
 - ✓ Evaluating performance
 - ✓ Coaching and advising
 - ✓ Identifying training needs
 - ✓ Complaints and Dispute Resolution
- The jobholder may be required to provide guidance or supervision, and may assist with on the job training.
- The jobholder is responsible for frequent co-ordination of and communication with other workers to gain co-operation for work production or service quality.
- The jobholder is not required to supervise contractors and has no contract management responsibility.

INTERPERSONAL SKILLS

- The jobholder is required to have the skills to exchange information on straightforward matters.
- This job requires communication skills which enable the job holder to perform the following activities:
 - ✓ Exchange/explain information
 - ✓ Explain situations
 - ✓ Participate in meetings/group discussions
- The job holder is required to interact with the following groups or individuals within the council on a regular basis and for the purpose shown below:

Provide or obtain information:

- ✓ Manager Children's Services
- ✓ Other Council Employees as required

- The job holder is required to interact with the following groups or individuals outside the council and for the purpose listed below:

Provide or obtain information:

- ✓ Community organisations
- ✓ Professional/industry associations including unions
- ✓ Local businesses
- ✓ Residents of Cobar Shire and surrounding districts

Provide advice or recommendations:

- ✓ Members of the public

QUALIFICATION AND EXPERIENCE

- The preferred qualification for this position is Certificate IV Outside of School Hours Care or equivalent. It is expected that the person would have suitable experience or qualifications in a number of defined skill areas.
- In addition to the above qualifications and experience, the job holder must possess the following licences or certificates:
 - ✓ Driving licence Class C
 - ✓ First Aid Certificate

SELECTION CRITERIA

ESSENTIAL

- Class C Licence
- First Aid Certificate

- Six months work experience in childcare
- Demonstrated ability to prepare Activity Programs
- Ability to work independently and to plan and evaluate own work
- Demonstrated communication skills
- Awareness of workplace health and safety practices and EEO principles
- Knowledge of National Quality Framework
- Knowledge of Privacy and Personal Information legislation, and Child Protection Act
- Demonstrated ability to prepare draft correspondence and reports
- Demonstrated ability to organise and conduct COOSH sessions

DESIRABLE

- Certificate III in Childcare or equivalent
- Previous experience in office administration
- Basic knowledge of the following programmes or legislation relevant to the position:
 - Keeping Them Safe programme
 - Child Protection training
 - Safe Food Handling
 - Workplace health and safety training.

CONDITIONS OF EMPLOYMENT

SALARY

- The position has been evaluated as Band 1 Level in accordance with the NSW Local Government (State) Award.
- The position is subject to the continuation of the COOSH care service.

SMOKE FREE WORK ENVIRONMENT

- Council operates a smoke free work environment in all Council offices, vehicles, etc.

MEDICAL CERTIFICATE

- It will be necessary to undergo a pre-employment medical examination at Council's cost.

PERFORMANCE AND DEVELOPMENT REVIEW

- A Performance and Development Review will be undertaken on a yearly basis utilising performance indicators above and will include formulation of a career path and training plan.

VERIFICATION

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position Holder: Name _____

Signature _____ Date / /

Supervisor: Name _____

Signature _____ Date / /