

# OSHC ASSISTANT Position Description

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## **POSITION DESCRIPTION – OSHC ASSISTANT**

**POSITION TITLE:** OSHC ASSISTANT

**SECTION:** OUT OF SCHOOL HOURS CARE & VC SERVICE

**REPORTS TO:** Team Leader

**Service:** OUT OF SCHOOL HOURS CARE & VC SERVICE

**DATE:** January 2020

Assistants employed in this position are required to assist in Before and After School Hours Care and Vacation Care Service as directed by the Team Leader. Duties are performed under limited supervision by service Team Leader/ Coordinator.

### **Supervision**

The OSHC Assistant is responsible to the Team Leader. Other key relationships include children, families & OSHC staff and the participating schools.

### **Essential Qualifications/ Requirements**

1. A Certificate III or higher in Children's Services (or studying towards) or equivalent.
2. A current employee Working with Children Check
3. HLTAID003 or higher First Aid, including Asthma & Anaphylaxis Management training or willingness to obtain.
4. Child protection training or willingness to obtain.

### **Duties would include, but not limited to the following:**

- Actively engage in structures play-based learning with children;
- Assisting with the setting up and cleaning of activities, ensuring rooms are well presented at all times;
- Liaising professionally with students, parents/carers and staff;
- Ensuring parents follow sign in/out procedures;
- Ensure the safety, welfare and wellbeing of all children in care
- Supervise children's activities in a vigilant and responsible manner
- Reporting injuries/hazards or student concerns immediately to the Team Leader
- Supervise children travelling on the Bus to and from RCC
- Report to school any concerns which may include any delays for picking up or dropping off children to school
- Routine communication with parents;
- Assist in developing and implementing programs/activities;
- Ensure that records are maintained and are up-to-date concerning each child in their care;
- Assist in the development, implementation and evaluation of daily routines and activities;

- Under direction, work with individual children with particular needs;
- Administer first aid to the level of their competency when appropriate;
- Understand and work according to the centre's policies and procedures
- Contribute to the development of the Quality Improvement Plan (QIP)
- Undertake any additional duties as instructed by the service Team Leader/Coordinator

#### **Work Health & Safety**

- Following health and safety instructions provided by the employer
- Working in a safe manner and following service policies and procedures
- Taking care to use equipment safely and for its intended purpose
- Reporting hazards and any concerns regarding resource or safety issues to the Team leader or management
- Reporting work-related injuries or harm to Team Leader
- During Injuries /incidents Complete relevant forms and follow proper procedures
- Cooperating with the employer on safety and health matters
- Administer first aid when appropriate to the level of their competency

#### **BACKGROUND CHECKS**

Working With Children Check – Yes

Police Criminal History Check – Yes