

# Position description

## KEL OSHC Activity Assistant

### Summary information

|                  |                                     |                  |                |
|------------------|-------------------------------------|------------------|----------------|
| Section          | Kids' Early Learning                | Directorate      | City Living    |
| BCC number(s)    | N/A                                 | Position type    | Casual         |
| Grade            | Grade 2                             | Skill descriptor | Band 1 Level 2 |
| Reports to       | Relief Staff Administration Officer | Direct reports   | No             |
| Approval limit   | \$0                                 | Release limit    | \$0            |
| Created/reviewed | April 2023                          |                  |                |

### Our values



**Teamwork**



**Customer Focused**



**Innovation**



**Commitment to Safety**

Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

#### **Leadership is critical to all positions at Council.**

Leaders are responsible for providing direction and feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their team's success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

### 1. Position purpose

This role is primarily responsible to contribute to the engagement of young people from 5-13 years through the provision of a high-quality program in Out of School hours care (Before and After School Care and Vacation Care).

The incumbent will comply with all applicable legislation, regulation and other law, including the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2025 and Council's Safety system.

### 2. Qualifications and experience

#### Essential:

- Experience or willingness to work and engage with young people (5-13 years old)
- Current certificate HLTAID009 Provide cardiopulmonary resuscitation (CPR)
- Current certificate HLTAID012 Provide First Aid in an education and care setting or Anaphylaxis and Asthma Management Training certificate that meets requirements of the Education and Care Services National Law 2010 and Education and Care Services National Regulation 2018
- Working with Children Check clearance valid for paid work (or willing to obtain before commencement).
- Mandatory National Child Safety Training (GECKKO)

#### Desirable:

- Completed or working towards a qualification in a relevant field (Early Childhood Education & Care, Sport & Recreation, Youth Work, Social Sciences, Teaching, Community Services, Health)
- Child Protection Certificate - Identify and Respond to Children and Young People at Risk
- Computer literate using Microsoft Office and mobile applications
- Demonstrated commitment to customer service
- Ability to work within a team environment.

### 3. Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

### 4. Key accountabilities

### Position specific

- Supervise groups of children and participate in the planned programme of developmental activities by following written and verbal guidelines, so that the children in care achieve the developmental goals set for them
- Contribute to the development of a programme of developmentally appropriate activities, by providing ideas and developing resources to be considered by qualified staff
- Maintain the care and comfort of the children, being aware of their needs, and ensuring their comfort and security while in the care of the Centre
- Deliver high satisfactory customer service levels through polite, friendly advice, support and behaviour to all customers and staff
- Be recognised as a role model of KEL's circle of teamwork traits - trust, honesty, respect and courtesy.
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
  - familiarise yourself with our volunteers policy and standards
  - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
  - undertake training needed to effectively coordinate volunteers
  - allocate sufficient time to volunteer coordination.

### Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working with Children) Act 2012*, the Child Protection (Working with Children) Regulation 2013 and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years.

### Corporate

- Contribute to a positive workplace culture that embraces diversity and fosters the welfare of all staff.
- Undertake all activities in line with approved governance practices, especially in relation to risk, fraud and corruption.

- Contribute to the delivery of outcome necessary to achieve the goals and objectives of Councils currently adopted Community Strategic Plan.

#### **Equal employment opportunity (EEO)**

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

#### **Environmental sustainability**

- Act in line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

### **5. Duties**

- Use current ideas and knowledge to develop programs, observe and evaluate programs.
- Set out, pack up, clean and maintain an environment that meets the needs of all young people in care and the relevant legislative requirements.
- Maintain cleanliness and tidiness of the Centre environment.
- Advise the Coordinator and or other staff promptly of any information and or messages left by parents.
- Ensure practices are inclusive of the diverse community.
- Follow communication channels set down by Kids' Early Learning.
- Demonstrate positive written and verbal communication.
- Ensure all attempts are made to effectively resolve conflicts within the team environment.
- Maintain confidentiality at all times.
- Supervision/collection of children to and from school.
- Assist in the preparation and serving of meals as requested.
- Follow all policies, procedures and guidelines set down by Council or the Coordinator.
- Attend regular staff meetings.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

### **6. Performance criteria**

As per Council's performance management system.

### Acknowledgement and agreement

|            |            |       |
|------------|------------|-------|
| Employee   | Name:      |       |
|            | Signature: | Date: |
| Supervisor | Name:      |       |
|            | Signature: | Date: |