

Position Description



POSITION DETAILS

Position Title:	OOSH Coordinator
Division:	Language Services
Reports To:	LS Team Leader
Responsible To:	General Manager
Location:	Head Office
Date:	November 2020

MAIN PURPOSE OF POSITION

The OOSH Coordinator is responsible for the coordination and the administration of the Out of School Hours Care Program for the children of the Italian Bilingual School. This position is supported by the Italian Bilingual School Principal and the Language Services Team in creating engaging and meaningful programs for children.

KEY ROLES AND RESPONSIBILITIES

1. Comply with the requirements of the National Quality Framework and Framework for School Age Care – My Time, Our Place and other relevant legislation;
2. Be accountable to Co.As.It. for the administration of the Program;
3. Design and create meaningful and exciting programs for children;
4. Co-ordinate and manage the day-to-day operations of the Program;
5. Oversee and ensure the implementation and maintenance of a healthy, safe and clean environment for staff and children;
6. Ensure day-to-day administrative tasks are completed appropriately, including requirements for funding and licensing;
7. Ensure the Program adhere to all relevant regulations and licensing guidelines;
8. Ensure all appropriate records are maintained;
9. Liaise with and consult with parents regarding the needs of the children and the community;
10. Liaise with management to ensure that all matters and procedures relating to Government Funding are complied with in accordance with appropriate guidelines and, where applicable, submissions for funding to relevant authorities are made and funds applied in accordance with the relevant guidelines and approval;
11. Attend meetings as required by the employer consistent with position responsibilities;
12. Other duties as required by the employer which are within the knowledge, skills and capabilities of the carer, including duties at a lower classification; provided that this does not promote de skilling.

13. Other duties in line with the philosophy and objectives of Co.As.It. as directed by the Language Services Team Leader.
14. Consistently apply Co.As.It. policies and procedures in daily work activities and demonstrate an understanding and commitment to EEO, WHS, privacy and confidentiality and to the principles for a culturally diverse society.

KEY INTERNAL AND EXTERNAL RELATIONSHIPS

The OOSH Coordinator needs to build extensive networks and strong consultative relationships within the organisation as well as externally with other services.

These relationships include:

- Italian Bilingual School Principal;
- Language Services Team Leader;
- The Co.As.It. Board of Directors, General Manager and management team;
- Staff within the Language Services area including teaching staff;
- Staff across Co.As.It. generally to work collaboratively and exchange information;
- General Public.

DECISION MAKING

The position is fully accountable for the quality, integrity and accuracy of the advice provided and work performed.

Decisions that can be made by the position holder include:

- Day-to-day decisions relating to the smooth running of the OOSH program;
- Content of advice and information provided to the Language Services Manager .

Decisions that are referred to a supervisor include:

- Strategic decision about projects and establishing priority;
- Any decision which will substantially alter the outcomes, timeframe or funding requirements of individual projects;
- Major policy issues or conflicts arising in the course of work;
- All expenditure;

Position Description



- Matters requiring submission to the Board of Directors.

KEY PERFORMANCE CRITERIA

Broad indicators:

- To arrive at work on time and to advise manager/supervisor of lateness or absences as soon as practicable;
- To represent Co.As.It. positively;
- Manager/supervisor kept informed of key issues;
- To follow all procedures in relation to health and safety and to view the health and safety of others in the work place as paramount;
- High level cooperation with other staff, teams and divisions;

Position Specific indicators:

- To ensure the successful implementation of Language Services programs;.
- To comply with the requirements of the National Quality Framework and Framework for School Age Care – My Time, Our Place and other relevant legislation
- To build and maintain strong relationships within the Language Services Division;

Strategic Plan:

Further specific key performance indicators will be derived from the strategic plan. These will be set at the commencement of each review period in consultation with the supervisor.

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

- Completed Certificate IV or Diploma in Children Services, Outside School Hours Care, School Aged Education and Care (or equivalent)
- Working with Children Check
- Demonstrated understanding of Co.As.It.'s role within the community and the functions of each area;
- Minimum 2 years working with children;
- Demonstrated experience working as a program coordinator;
- Highly developed interpersonal and communication skills;

Position Description



- Confident manner and experience in working with the public;
- Ability to meet deadlines on a daily basis and manage competing priorities and tasks;
- Excellent oral and written communication in English and Italian;
- Capacity to work independently with minimal supervision and collaboratively in a team environment;
- Demonstrated ability to undertake program administration;
- Level 2 First Aid, Anaphylaxis & Asthma Management Training, Child Protection Training, or willing to obtain.
- Understanding of, and commitment to, Workplace Health and Safety, Equal Employment Opportunity, ethical practices and the Ethnic Affairs Priority Statement.

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

Signature..... Date.....

SUPERVISOR

Signature..... Date.....