

Job Description

<h3>ASSISTANT</h3> <h3>Outside School Hours Care</h3>

POSITION LEVEL	Casual or part time - Children's Services Award 2010
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REPORTS TO	Outside School Hours Care Co-ordinator (or any other person who may from time to time be nominated)
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PRIMARY RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Arrive approximately ten minutes before starting time. 2. Be suitably attired and ready to begin work. 3. Assist the Co-ordinator in the planning, preparation and implementation of activities when directed. 4. Be aware of duty of care responsibilities and the safety of all children in the centre's care. 5. Monitor staff: child ratios 6. Be actively involved with the children in an appropriate manner. 7. Ensure that the children abide by the centre's rules of behaviour, deal with any minor problems that may arise and bring more serious breaches of the rules to the Co-ordinator's attention as soon as possible. 8. Assist the Co-ordinator in maintaining good relations with all parents. 9. Assist with any clean-up or tidying duties. 10. Ensure strict hygiene, quality assurance and sun safety practices are adhered to. 11. Give adequate assistance to fellow staff members. 12. Maintain work environment so as to minimise risk to both customers and staff. 13. Report identifiable risk so that immediate action can be taken. 14. Be aware of and implement the YMCA's Safeguarding Children and Young People policy. 15. Uphold and promote the policies and mission of the YMCA of Brisbane 16. Comply with the YMCA's Occupational Health and Safety Policies and Procedures, including those relating to your specific role as found in the OHS Management: Roles and Responsibilities document 17. Comply with all practices in the Quality Manual. 18. Maintain the quality system and report any deviations from the intended system. 19. Maintain confidentiality of issues in relation to staff, parents and children 20. Any other duties as required within the Outside School Hours Care program or other venues as determined by the Chief Executive Officer from time to time.
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KNOWLEDGE AND EXPERIENCE	<ol style="list-style-type: none"> 1. Preferred Child Care or Teaching Training. 2. Current Senior First Aid Certificate and CPR. 3. Certificate of Suitability in accordance with the Commission for Children and Young People and Child Guardian Act 2000. 4. Knowledge of and compliance with Quality Assurance Provisions. 5. Experience in dealing with children in a child care setting
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Authorised by : _____ 29/06/2010