



Position:	Outside School Hours Care (OSHC) Educator
Location:	Based at Nhill but may be required to work across all sites as mutually agreed upon
Reporting to:	Executive Director of Community Care
Division:	Community Care
Award:	Childrens Services Award 2010
Level:	Level dependent on experience

West Wimmera Health Service Position Description

Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service (WWHS). We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometer region, which is home to nine rural townships including Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

Our Purpose – *Great care, every person, every time.*

Our Strategic Goals

Our people – Inclusive, Respectful, Productive

To be a great place to work where everyone contributes and everyone belongs.

Our Care - Safe, Effective, Innovative

To fully embrace new technologies and processes that 2 enable world class rural healthcare.

Our Community - Connected, Informed, Healthy

To be fully engaged with the communities we serve, supporting people to live longer, healthier and happier lives.

Our Future - Environmentally Responsible, Economically Secure

To maintain financial sustainability and develop an Environment, Social and Governance (ESG) strategy to align 4 the service's operations with established ESG principles.

Our Values



TOTAL CARE

Delivering care that is safe, effective and person-centred, always.



SAFETY

Providing a safe workplace and services free from avoidable harm.



UNITY

Working well together in a great place to work.



ACCOUNTABILITY

Doing the right thing by our stakeholders and ourselves.



INNOVATION

Using our imagination - if there's a better way we will find it.

West Wimmera Health Service acknowledges the Wotjobaluk, Jaadwa, Jadawajali, Wergaia and Jupagalk Nations as Traditional Owners of country and pay our respects to Elders past and present.

We celebrate, value and include people of all backgrounds, genders, sexualities, cultures, bodies and abilities.

Position Relationships:

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none">• Employees• Manager• Executive Director	<ul style="list-style-type: none">• Parents/Children• Department of Education• Australian Children's Education and Care Quality Authority (ACECQA)• Nhill College, Nhill Lutheran Primary School, St. Patrick's School Nhill• Wimmera Roadways

Position Overview:

As an OSHC Educator you will be dedicated to empowering young children and have a passion for providing engaging experiences. Supported by the OSHC team, you will enhance positive relationships with children, families and the school community.

Key responsibilities:

- Work with the team leader to implement the day to day running of service for the care of children enrolled.
- Maintain safety and best practice care standards and follow all WWHS policies and procedures.
- Engage children in positive, fun, play activities while supervising for safety and positive peer interactions.
- Promote positive relationships, effective communication, quality services, team support, and community building while upholding children's dignity and rights.

Statement of duties:

Professional Practice:

- Assist in the implementation of the children' program and daily care routines.
- Give each child individual attention and comfort as required.
- Record observations of individual children or groups for program planning purposes for qualified staff.
- Work with individual children supporting their particular needs.
- Understand and work according to the service's policies and procedures.
- Demonstrate knowledge of hygienic handling of food and equipment.
- Supervising and interacting with primary school children (ages 5 - 12) in indoor and outdoor activities.
- Organise engaging programs that are both fun and educational for children to participate in.
- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, etc.) and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.

Quality, Safety and Risk Management:

- Assist in the maintenance of the health and safety of the children in care.
- Ensure you are aware of the West Wimmera Health Service's emergency procedures.
- Ensure compliance at all times, with mandatory education competencies completed by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Management.
- Activity participate in relevant accreditation processes.
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.

Communication:

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other Community Health Team members, customers, volunteers) and WWHS management staff.

- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.
- Demonstrated capacity to effectively give and receive constructive feedback and/or criticism.
- Demonstrated capacity to effectively manage conflict at a personal level and to appropriately escalate matters beyond a personal level.
- Establish, develop and maintain trust and confidence with line managers and direct reports.
- Work effectively consistent with policies and procedures to and agreed performance and behavioural expectations.

Key Selection Criteria:

Essential:

1. Effective communication and organisational skills
2. Educators must—
 - hold, or be actively working towards, at least a qualification published under the list of approved certificate III level education and care qualifications for educators working with children over preschool age for Victoria (Appendices 4); or
 - commence obtaining a qualification referred to in the above paragraph within 6 months of commencing to educate and care for children.
3. List other criteria specific to the position

Desirable:

4. Qualification (Certificate or above) in children's services or equivalent field.
5. Previous experience working in children's services position or field.
6. List any other criteria

Pre Requisites:

1. NDIS Worker Screening Clearance
2. Working with Children Check
3. Fully vaccinated for COVID-19 as per current Department of Health Directive.
4. Flu Vaccination
5. Australian Driver's License (depending on the position this may not be a requirement)

Internal Direct Reports:

Nil

External Direct Reports:

Nil

Appraisal:

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

Certification

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

Authorised By:	
Name:	
Signature:	Date:

Position Incumbent Name:	
Signature:	Date: