

Pole Depot Community Centre Incorporated

23 St. Georges Road (PO Box 152), Peshurst, 2222

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Web: www.poledepot.org

HOW TO APPLY

When applying for a position, you must:

- write about your experience and skills. Please write about your experience and skills in each of the areas listed in the 'Selection Criteria'.
- provide the names of two referees and their contact phone number. A referee is someone who is familiar with your work.

If you are selected for an interview, and the interview panel is interested in offering you the position, we will first contact your referees to confirm your skills, abilities and experience.

- provide a copy of your resume.

If the above information is not provided, you may not be offered an interview, as the Interview Panel will be unable to determine your suitability for the position.

Interview Panel

An Interview Panel comprising three (3) members will be established to cull applications (select suitable applicants for interview), write the interview questions, interview applicants and contact referees.

The Interview Panel may consist of the Pole Depot Centre Director, a Pole Depot Management Committee member and one other.

Pole Depot Community Centre abides by Equal Employment Opportunity principles. Each applicant will be treated fairly and in a non-biased way. Where any member of the Interview Panel knows an applicant, that member must disclose how they know the applicant. If the relationship between the parties is a conflict of interest and will influence the Interview Panel member's ability to provide a fair and non-biased opinion, the Interview Panel member will be replaced as soon as possible.

The Interview Panel has the discretion to interview applicants who may have not clearly addressed all the essential criteria, but have demonstrated potential to fulfil the criteria. This will give the interview panel the opportunity to more fully examine the applicant's credentials.

The Interview Panel will re-advertise the position if there are no applicants who fulfil at least the essential qualifications stipulated in the advertisement.

Culling process for applications

Once applications are received, and after the closing date, the interview panel will cull applications.

All applications will be treated as confidential and only members of the interview panel will view and discuss applications.

In culling applications, the interview panel will progressively exclude those applicants who do not adequately meet the requirements of the advertised position.

Overseas qualifications

Overseas qualifications will be considered and accepted wherever possible and appropriate.

Interview process

If you are selected for an interview, you will be informed, with reasonable notice, of:

- the time of the interview
- the approximate duration of the interview
- the number of people on the panel
- the place of the interview
- any expectations regarding examples of previous work, etc.

Interview questions will be made available to interviewees ten (10) minutes prior to the commencement of their respective interview.

The interview questions will be standard for all interviewees and will be based on the selection criteria and the job description.

Decision-making

The Interview Panel will decide the successful applicant. A member from the Interview Panel will contact the referees of the successful applicant. The information received will be confidential and shared only with the Interview Panel.

A member of the Interview Panel will contact the successful applicant. Once the position has been accepted, unsuccessful applicants will be informed of the outcome of their application.

OOSH CCW's + CO-ORD - Re-advertised

1 x CCC + 2 x CCW required. Previous applicants need not apply. Full details in info pack at www.poledepot.org 'Staff Vacancies'. MWU NAPSA Award, salary sac avail. Appl'ns close Frid 5 March, 2010. Appt subject to 'Working with Children Check'. We are an EEO employer. Enquiries 9580 0688

CCC Essential criteria:

- Diploma (or near to ending study) in Children's Services or equivalent,
- Experience working with middle school aged children in OOSH environment
- Current Senior First Aid certificate
- Strong communication skills – written and interpersonal
- Demonstrated ability to plan, implement, monitor and evaluate a flexible, diverse program introducing age/stage appropriate experiences
- Demonstrated ability in managing the day-to-day running of the program
- Ability to work independently and unsupervised and as part of a team
- Be accountable for individual performance
- Demonstrated experience in establishing effective relationships with families, team members, children and other community stakeholders.
- Experience in the inclusion of children with special needs into program
- Two recent professional referees

Advantageous:

- Experience/good working knowledge in and understanding of OSHCQA process
- Understanding and ability to follow OHS principles
- Demonstrated ability in HR management
- Current driver's licence and own transport
- Good administration skills
- Computer literacy

Committed to:

- a professional and positive work ethic
- a team approach – providing support, encouragement and coaching
- open and honest communication
- providing high quality care
- achieving high rankings in the accreditation process
- utilising and encouraging initiative in all areas of the program
- understanding and able to work within the philosophy of the organisation, its policies and valued behaviours.

Childcare Co-ordinator – After School Care Mortdale / Penshurst West

All staff are employed by the Pole Depot Community Board. The aim of the Centre is to provide information, support, programs and referral and address the needs of the local community.

Responsible to: Manager/Assistant Manager Children's Services

Responsible for: Overall day-to-day operation of the Childcare programs that Pole Depot Community Centre may provide:

- Before School Care services
- After School Care services
- Vacation Care programs

Objective: To provide leadership to the Children's Services team and work with the team to build a strong integrated approach to service delivery. Participate as an integral member of the Childcare Co-ordination Team.

GENERAL MANAGEMENT

- Assist in the development of policies, procedures and systems, with a focus on consistency both within areas of responsibility and across the organisation.
- Oversee the implementation of policies, procedures and systems to ensure compliance by teams.
- Network with relevant external agencies and groups as required
- Decision-making, reporting and other responsibilities within agreed delegations, in relation to services and programs.
- Communication and reporting to the Manager Children's Service and to your team.
- Ensure developed systems to collect information required for reporting and planning are utilised and procedures followed for submission.
- Provide input to the Strategic directions for Pole Depot and assist in the implementation of the Strategic Plan.
- Be aware of and adhere to the policies of the organisation as outlined in the *Quality Systems Manual* and follow requirements as outlined in the *Staff Handbook* and procedure manuals.
- Be responsible for maintaining a knowledge of and promoting all the Pole Depot Community Centre's services and programs.
- Perform your duties in line with the expected staff conduct to be welcoming, caring, warm, helpful and friendly.

PROGRAM MANAGEMENT

- Ensure that high quality indicators for Out of School Hours Care Quality Assurance are the focus of Program and continuous improvement in all Quality Areas is the goal
- Responsible for Program development - planning, implementing and evaluating in collaboration with the Childcare teams.
- Ensure each team member adheres to the Program plans.

FINANCIAL MANAGEMENT

- Budget preparation and planning in line with your level of responsibility
- Financial management, including regular review of financial reports against budget in line with your level of responsibility, petty cash and purchasing.

HUMAN RESOURCES/PEOPLE MANAGEMENT

- Human resource management of your team, in particular performance and supervision
- Implementation of OH&S and safe work practices by your team

SPECIFIC RESPONSIBILITIES

- Facilitate Childcare team meetings
- Ensure communication within the Children's Services Team, communication up to Manager Children's Services and down to team
- Co-ordinate collection of data on needs to include in planning and development of Children's Services
- Supervision of Childcare team members and addressing all HR issues in team
- Ensure all Children's Services meet OH&S regulations with the complete documentation of Risk Assessments applicable to the operation of Children's services
- Co-ordinate service evaluations and collaboratively decide on improvements with Childcare Co-ordination Team

PROFESSIONAL DEVELOPMENT

- Participate in regular supervision and development of PPR with Manager Children's Services
- Participate in professional development where appropriate.

This list is not exhaustive, the Childcare Co-ordinator will shoulder responsibility on directive of the Manager/Assistant Manager Children's Services, Centre Director or Board of Management committee to undertake other tasks relating to this position.

Signed by

Signed by Centre Director

STATEMENT OF EXPECTATIONS

1.0 PROGRAM MANAGEMENT

- 1.1 Schedule and facilitate team program planning and evaluation meetings.
Ensure collaborative strategies for programming of activities and experiences are developed and implemented. Ensure team participates in evaluation of all activities within Program, identifying improvements to be introduced into future program plans.
- 1.2 Ensure Out of School Hours Care Quality Assurance principles are followed when developing program
- 1.3 Ensure team identifies children requiring observations and ensure undertaken – introduce in program planning
- 1.4 Ensure team evaluates routine, procedures and tasks regularly - develop and implement changes for trial
- 1.5 Shop for Centre – weekly Afternoon tea requirements and other sundry items when required
- 1.6 Schedule regular maintenance required – toys/games/etc.
- 1.7 Collect and collate team members' full preparation for activities and experiences to be included in program plans.
Lesson Plans are to be developed, showing details of resources, implementation and Risk Assessment for each activity/experience. Plans are to be received one week prior to implementation for review and assessment.
- 1.8 Display program and menu weekly.
- 1.9 Administer First Aid when required following set procedures for documentation
- 1.10 Collaboratively review and develop centre/service policies and procedures
- 1.11 Attend meetings as required, internal and external
- 1.12 Ensure team members (including yourself) undertake daily tasks to provide smooth execution of program, as shown below:
 - set up the hall for spontaneous play activities
 - prepare afternoon tea (After School Care)
 - follow cleaning schedule
 - take/collect children from school/s (Before or After School Care)
 - supervise craft activity
 - supervise outdoor play
 - sign children into/out of the Centre (Before or After School Care)
 - mark roll
 - assist in the opening/closing of the Centre
 - supervise children while on excursions

2.0 HR MANAGEMENT

- 2.1 Involved in selection, recruitment, induction and orientation of team members
- 2.2 Schedule and undertake Probationary meetings to set goals for the recruit within the three month period, report to CSM.
- 2.3 Ensure that all team members follow a high duty of Care by making sure:
 - Staff follow OHS policy and procedures at all times.
 - Staff never place children, themselves or other staff in a potentially dangerous situation. Areas of priority are - safe play on equipment, groups adequately supervised, appropriate interactions, children abiding by centre guidelines.
 - National Standards child:carer ratio is followed at all times

- All equipment, appliances and resources used by children will be appropriate, well maintained and in safe working order.
 - Children will not be permitted to leave the Centre during their period of care unless written permission has been given by parent/guardian.
 - All staff follow their responsibility, without exemption, to be aware of all children, parents or other adults in their area of supervision. Staff are to know which children are in attendance on the day and who collects the children from their area of supervision.
 - Report to CSM as soon as practicable any breaches of Duty of Care
- 2.4 Ensure individual performance is to be in accordance with the service philosophy, Childcare competencies, Out of School Hours Quality Assurance and Pole Depot's valued behaviours.
- 2.5 Follow organisational performance review and planning process (PPR).
- For self – set specific key activities six monthly with Manager, progress will be monitored, reviewed and modified monthly by you.
 - Schedule six monthly meetings with individual team members to undertake PPR, key activities to be set by team members. These are monitored, reviewed and modified in quarterly meetings by team member.
 - Individuals are to meet expectations within set timeframes.
 - Some areas in which performance will be monitored and reviewed include:
 - * Identifying and responding to children and young people at risk of harm
 - * Interacting effectively and positively with children
 - * Fostering self esteem and confidence in children
 - * Equitable treatment of children
 - * Positive behaviour management
 - * Working within a legal and ethical framework
 - * Ensuring children's health and safety
 - * Displaying personal commitment – demonstrating effort, application and flexibility
 - * Communicating effectively with other staff members and displaying professionalism, teamwork and mutual respect
 - * Responding to requests, concerns and/or complaints from families promptly
 - * Delivering services/activities to stimulate children's development and enhance their leisure
 - * Being responsive to the interests of families and encouraging participation in the operation of the service
 - * Working effectively with culturally diverse clients and co-workers
 - * Working autonomously
 - * Implementing effective and current food handling and hygiene procedures
- 2.6 Identify and report on professional development requirements
- 2.7 Arrange casual staff to cover absences and vacancies and report to CSM

3.0 ADMINISTRATION

- 3.1 Program –
- compile detailed Weekly Report to CSM
 - collect completed weekly rolls and forward to Administration
 - collect, copy and organise upcoming week rolls and parent's sign in/out sheets
 - copy forms and resources as required
- 3.2 HR –
- check completed CC staff timesheets, validate and submit

- copy of all team members' PPR submitted for sighting by CSM and CD
 - complete and submit Peer Appraisals when required to CSM
 - complete Probationary checklist for new CC team members re performance
- 3.3 OHS –
- compile Risk Assessments for all areas of service – behaviour/experiences/ excursions/etc.
 - complete and/or check and sign off on Incident/Accident/Behaviour/ Medications/ Emergency Evacuation Drills/OHS/etc. and submit as per requirements
- 3.4 Finance –
- compile Payment Requisitions within your responsibility
 - collect all tax invoices, complete Petty Cash Reimbursement form and submit to Administration to receive cash reimbursement
 - compile and submit resource orders to CSM for dealing
 - list resources/assets on hand as required
- 3.5 General –
- copy and submit team meeting minutes to CSM for sighting
 - list resource requirements
 - monitor Resource Register

4.0 GENERAL

4.1 Communication -

- Disseminate information from Management – memos, verbal requests, reports, etc.
- pass information back to Management in reports
- utilise and encourage team to use of Communication Book for all messages, notes on incidents, illnesses, etc.
- document reminders in Communication book of meetings, due dates, etc.
- schedule regular team meetings
- display agendas of meetings for team
- encourage input and feedback from team members
- copy and distribute meeting minutes to team
- interact positively and professionally with all children, parents and staff
- use positive and consistent communication strategies with all children
- interact and communicate positively with parents – meet, greet and farewell each session
- listen openly to parents concerns and encourage them to follow complaints procedure if appropriate - document any grievance or suggestion
- utilise internet for building reference and resource material
- retrieve telephone messages, document and follow through
- liaise with inter-agencies, schools, other PDCC services, etc.

The above list is not definitive, performance will be assessed as a whole.