



Pole Depot Community Centre Incorporated

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

Telephone: 9580 0688 Facsimile: 9580 4487

E-mail: Staff.Vacancies@poledepot.org 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 Board 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 position 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.

Children's Services Worker

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

Responsible to: Children's Services Co-ordinator

Responsible for: Following expectations and tasks set down for:

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

Objective: To provide high quality care, which meet the needs and interests of children valuing the diversity of the children and their families

GENERAL RESPONSIBILITIES

- To be aware of and adhere to the policies of the organisation as outlined in the *Quality Systems Manual* and follow all requirements as outlined in the *Team Member Handbook*. Meet expectations set by Children's Services Manager and Co-ordinator within regularly scheduled Performance Reviews.
- Attend General Team Member Meetings (whole organisation), Children's Services Team meetings (whole team, Vacation Care and site specific) and Annual General Meetings
- Participate in professional development where appropriate
- Attend Performance Reviews and Annual Performance Appraisals as scheduled, establishing goals and providing outcomes for set key activities
- Perform your duties in line with the expected team member conduct to be welcoming, caring, warm, helpful and friendly
- Be responsible for maintaining knowledge of and promoting all the Pole Depot Community Centre's services and programs
- Assist in the development and review of policies, procedures and systems
- Collaborate in program development, implementation and evaluation
- Involvement in Annual Service Planning and implement agreed strategies set
- Follow Out of School Hours Care Quality Assurance guidelines to achieve high quality care

This list is not exhaustive – Children's Services Workers will shoulder responsibility on directive of your Manager to undertake other tasks relating to this position.

STATEMENT OF EXPECTATIONS

1.0 PROGRAM PLANNING, FACILITATION AND EVALUATION

1.1 Attend all scheduled program planning and evaluation meetings.

Before School, After School and Vacation Care - Provide input and feedback in all meetings, show collaborative involvement in programming of activities and experiences to be developed and implemented. Participate in evaluation of all activities within your Program area, giving information to be utilised in future program plans.

1.2 Document full preparation for activities and experiences to be included in program plans.

- Lesson Plans are to be developed, showing details of resources required,
- implementation of activity and Risk Assessment
- Plans are to be submitted to the Children's Services Co-ordinator one week prior to implementation for review and assessment.
- Lesson Plans are to be given to Vacation Care Co-ordinator on date specified

1.3 Depending on shift, you will be required to undertake certain tasks, 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
- assist in Emergency Evacuation drills

2.0 DUTY OF CARE

2.1 Considerations

- Children and Young Persons Act
- National Standards
- OHS Act and Pole Depot work practices
- Out of School Hours Care Quality Assurance
- Organisation's policies and procedures and valued behaviours

2.3 Procedures

- Team members will follow OHS policy and procedures at all times.
- Team members will never place children, themselves or other team members 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 for child:carer ratio will be 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 team members have the responsibility, without exemption, to be aware of all

children, parents or other adults in their area of supervision. Team members are to know which children are in attendance on the day and who collects the children from their area of supervision.

3.0 TEAM MEMBER REQUIREMENTS

3.1 Performance to be in accordance with the service philosophy, Children's Services competencies, Out of School Hours Quality Assurance and Pole Depot's valued behaviours. Each team member will set their own individual expected outcomes in line with key performance indicators quarterly with the Children's Services Co-ordinator and progress will be reviewed each quarter. A continuous improvement plan will be developed by the team and individuals are to meet expectations within set timeframes.

Some areas in which your performance will be monitored and reviewed include:

- Identifying and responding to children and young people at risk of harm
- Interacting effectively with children
- Fostering self esteem and confidence in children
- Children are being treated equitably
- Guiding children's behaviour in a positive way
- 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 team members and displaying professionalism, teamwork and mutual respect
- Responding to requests, concerns and/or complaints from families and team members 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

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

ESSENTIAL CRITERIA

- Certificate III (or near to ending study) in Children's Services or equivalent,
- Experience working with middle school aged children in OOSH environment
- Good communication skills – written and interpersonal
- Ability to plan, implement, monitor and evaluate a flexible, diverse program introducing age/stage appropriate experiences
- Ability to work autonomously, unsupervised and as part of a team
- Be accountable for individual performance
- Experience in establishing effective relationships with parents, team members, children and other community stakeholders.
- Two professional referees

Advantageous:

- Experience in the inclusion of children with special needs into program
- Experience/working knowledge in and understanding of OSHCQA process
- Understanding and ability to follow OHS principles
- Current Senior First Aid certificate or prepared to obtain within 3 months
- Current driver's licence and own transport
- Computer literacy

Committed to:

- a professional and positive work ethic
- a team approach
- open and honest communication
- providing high quality care
- achieving high ratings 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 and the service, its policies and valued behaviours