

Company	Elysium OSHC
Primary Location	Seaford Primary School
Reports to	Program Coordinators
Staff reporting to role	No direct reports

Purpose of Position

To assist the effective management of the day-to-day running of the Elysium OSHC Program; making certain that all children attending receive optimal care at all times, with a focus on a safe and secure environment delivered through an interactive, well organized program.

Key Relationships

- Children
- Program Manager
- Parents and guardians
- School Staff
- Other Elysium OSHC employees and contractors

Key Requirements

- Working with Children Check
- Children's Services Qualifications desirable
- Apply First Aid Certificate
- Anaphylaxis Training
- Emergency Asthma Management
- Mandatory Notification/Child Protection

Key Accountabilities

Daily Operations - Accountability and Expected Target

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- Wear the Elysium OSHC uniform and name tag (where provided) at all times.
 - Implement and maintain Elysium OSHC daily routine according to all operating procedures, standards, guidelines and policies.
 - Supervise and assist children in program activities e.g. art and craft, sport, games, offsite visits and excursion.
 - Ensure the working environment is kept clean, tidy, hygienic and safe for all children, staff, parents and visitors to the Program at all times.
 - Maintain the approved Elysium OSHC behaviour management operating standards and systems at all times.
 - Keep all information regarding the children and parents confidential at all times, allowing access only to duly authorized people and staff at all times.
 - Liaise with Program Coordinator, parents and guardians as necessary to ensure open and timely communication, where advised by the Program Coordinator.
 - Assist the Program Coordinator as required to run the daily routine as scheduled as per duties outlined on the task list.
 - Attend all meetings as required by management and maintain regular contact with the Program Coordinator.
 - Sign in and out on days rostered to work as per operating procedures
 - **Report back to the Program Coordinator with any concerns regarding a child or behaviour issues or other concerns.**

Health and Safety

Accountability and Expected Target

- Ensure all incidents and injuries are reported and recorded according to Elysium OSHC health and safety policies and procedures

Professional Development

Accountability and Expected Target

- **Participate in all staff training including but not limited to induction training, first aid, behavior management, health and safety, child abuse awareness and risk management**
- Ensure first aid certificates, working with children checks/police checks are kept current as necessary
- Ensure all qualifications are met and maintained throughout employment.

Inclusion Support

Accountability and Expected Target

- Ensure individual needs are met for all ISS Children in care at the service.
- Provide support for the inclusion of the child in all activities with a relatable skill.
- Assist in individual toileting procedures as outlined by parents, the school and OSHC management.
- Provide feedback and reports on the development, learning and inclusion of the individuals in activities.
- Ensure other children are aware of the different needs of the individual child classified as ISS.

Miscellaneous

- Other duties reasonably within the capability of the employee may also be required from time to time. The employee's duties may be altered following consultation with the employee