

## POSITION DESCRIPTION

## THE ORGANISATION



<b>ROLE:</b>	Educator/Support Worker	<b>TEAM:</b>	Recreation Services
<b>SUPERVISOR:</b>	Nominated Supervisor ñ Project Manager	<b>DATE REVIEWED:</b>	September 2023
<b>ABOUT INTERCHANGE OUTER EAST:</b>			
<p><b>We support families.</b> Family wellbeing has always been and will always be at the core of everything we do. This means building strong relationships between families and our team, underpinned by listening and trust.</p> <p><b>We engage and empower children and young people with disabilities.</b> We operate within a human rights framework that respects the dignity of all individuals. For us and our community, this is about children and young people having opportunities to deepen relationships, have fun, develop skills, enhance health and wellbeing, and build independence.</p> <p><b>We build inclusive communities.</b> We value our Interchange Outer East community and encourage everyone to make a contribution. This builds inclusive, cohesive and equitable communities. Our community includes a range of people, such as families, children and young people, our team of staff and volunteer, partners and other community members.</p>			
<b>EMPLOYEE PURPOSE</b>	<ul style="list-style-type: none"> <li>Be family focussed</li> <li>Uphold human rights</li> <li>Participate and encourage an inclusive community</li> <li>Develop trust with all in the IOE community</li> <li>Contribute to a safe and fun environment</li> </ul>	<b>AIM OF ROLE</b>	To provide care and education for participants in the IOE OSHC program
<b>JOB SUMMARY</b>	<p>Educator/Support Worker</p> <ul style="list-style-type: none"> <li>- Contribute to the program and plan</li> <li>- Ensure OHS requirements are met at all times</li> <li>- Provide supervision and engage participants in the program</li> <li>- Provide an inclusive environment</li> <li>- Provide a welcoming and professional environment for educators, families and participants</li> <li>- Attend and contribute to monthly team meetings</li> <li>- Contribute and edit the Quality Improvement Plan</li> <li>- Form strong relationships with families and participants and tend to their needs</li> </ul>		
<b>KEY OUTCOMES</b>	<ol style="list-style-type: none"> <li>1. Facilitate an engaging and fun program for participants</li> <li>2. Work in a supportive team environment</li> <li>4. Work alongside My Time Our Place</li> <li>5. Work collaboratively with the OSHC team and IOE as a whole</li> <li>6. Develop and maintain relationships with a diverse range of individuals and groups both within and outside of the organisation</li> </ol>		

## RESPONSIBILITIES

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### CORE CAPABILITIES & EXPECTED BEHAVIOURS

#### Personal Qualities

- Treats all people with respect
- Demonstrates a commitment to the organisation's vision, mission and values
- Demonstrates integrity
- Is competent and effective
- Is willing to make and manage tough decisions
- Motivates others
- Is calm and focussed under pressure
- Has a positive attitude
- Is respected by the IOE and wider school community
- Is reliable
- Is open to other peoples' opinions
- Values people
- Shares opinions even when they are unpopular
- Acknowledges mistakes and address them

#### Teamwork

- Contributes to a cooperative work environment
- Considers the needs and impact on others when making decisions
- Liaises with IOE staff
- Supports others to embrace change
- Motivates others to achieve quality results
- Develops self and others
- Contributes to team meetings

#### Quality and Core Responsibilities

Ensure work practices and processes comply with legislative and funding requirements:

- Education and Care Services National Law
- Regulations
- National Quality Framework
- Department of Education and Training
- Australian Children's Education and Care Quality Authority (ACECQA)
- National Principles for Child Safe Organisations
- Reportable Conduct Scheme
- Information Sharing Scheme

Incorporate NDIS Practice Standards within the above processes, including:

- Restrictive practices
- Incident reports
- Complaints

Educate staff on compliance requirements.

Represent IOE to a high standard.

### KEY SELECTION CRITERIA

- Demonstrated experience in the disability and or childcare/OSHC sector
- Advanced interpersonal and communication skills, including developing and maintaining relationships with a diverse range of individuals and groups both within and outside of the organisation.
- Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment
- Understanding of workplace legislative requirements, including Education and Care Services National Law and Regulations
- Excellent written and organisational skills
- A minimum working toward Certificate 3 Children's Services or enrolled in an approved qualification

### KEY RELATIONSHIPS AND INTERACTIONS

- Families
- Participants
- Educators
- School Principles
- School Staff
- OSCH Project Program Coordinator
- IOE Recreation Team
- Child Safety Committee
- Quality and Safeguarding Team
- Department of Education and Training

### QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS

- Diploma, Cert 3 in Children's Service or working towards a qualification in the sector
- Minimum HLTAID004 First Aid
- Valid Working with Children Check
- NDIS Worker Screening