



POSITION VACANT OOSH & Vacation Care Educator

After School Care & Vacation Care

Hastings Neighbourhood Services (HNS) - Children's Services OOSH & Vacation Care, is looking for a motivated, fun and enthusiastic childcare professional to join our team. We provide After School Care & Vacation Care for up to 80 children per day at "OOSH House".

Key Responsibilities

This position is a permanent part time role, with a split shifts roster, within the Children's Services team. You will be responsible for working with the Team Leader and Centre Coordinator on the development, implementation and evaluation of the daily routines, structures, and programs across the OOSH and Vacation Care programs.

You will need to be energetic, self-motivated, a great communicator, a team player, organised and have effective time management skills. We are looking for a person committed to providing quality care, education, and fun for school aged children.

Hours

- The position permanent part time 5 days per week – Monday to Friday.
- 25 hrs per week rostered split shifts
- Before School Care hours 7:30 to 10:00 am
- After School Care hours 2.30 – 6.00 pm
- Vacation Care - as per roster between 7.00am – 6.00pm – up to 38hrs per week during school holidays
- Additional hours are paid for Staff Meetings, Programming and Administration.

Essential Criteria

- Minimum Certificate 3, in Children's Services or relevant child care qualifications.
- Experience working with school aged children. Preferably in an OOSH service.
- Knowledge of the National Quality Framework and "My Time Our Place" school aged Framework
- Knowledge of Policies & Procedures and WHS in an OOSH service
- Current Drivers Licence (preferably able to drive Manual vehicle)LR Licence or willingness to obtain
- Current valid – Paid Working With Children Check

Desirable Criteria

- Experience writing and evaluating OOSH programs
- Certified Supervisors Certificate or willingness to obtain
- Current First Aid, Asthma & Anaphylaxis Certificate or willingness to obtain
- Accredited Child Protection Certificate or willingness to obtain
- Current Drivers Licence (preferably able to drive Manual vehicle)LR Licence or willingness to obtain

Conditions of Employment

Appointment will be subject to a satisfactory WWCC and Referee Check and AFP Check. Wages and all other conditions are in accordance with the Children's Services Award 2010, level 3 year 1 minimum.

The work environment is friendly and relaxed. Staff are committed to providing high quality care to school aged children. Staff are encouraged and supported to further their education and training. The service is a community based centre auspiced by the Port Macquarie Neighbourhood Centre Inc. trading as Hastings Neighbourhood Services

Position to commence as soon as possible.

To apply for this position:

Complete the Application Form for Employment and attach your letter of application addressing the Essential and Desirable criteria and email to manager@hns.org.au

Applications close on Wednesday 19th May 2021.

Interviews to be held in Port Macquarie on a date to be advised in the Week commencing 31 May 2021 – successful applicants will be contacted by phone to arrange an interview times lot.