



## Nimbin Vacation Care Program (Nimbin Holiday Club) – Casual Child Care Workers



Nimbin Neighbourhood and Information Centre Inc (NNIC) seeks staff for our pool of casual Vacation Care (OOSH) Program staff. Staff are employed under the Federal Children's Services Award and are required on a casual basis during school holiday periods only.

The Nimbin Holiday Club operates for 6 hours per day during school vacation periods, and staff are responsible for implementing a recreational program of activities for children aged 5-12 years, plus some administrative duties. Some experience in child care and/or relevant qualifications (or are in the process of gaining appropriate qualifications) is preferred. All child care staff work under the supervision of the Program Coordinator (Kylie Jurd) who reports to the NNIC Management Committee via the Manager (Natalie Meyer).

### **Essential Criteria:**

- All staff must have a current Senior First Aid certificate or equivalent qualification.
- All staff must have a current valid Working With Children clearance.
- Staff should be enthusiastic and enjoy working with children in a safe play environment.
- Child care or related qualifications preferred.

**Applicants should forward a copy of their CV, a cover letter setting out your reasons for interest in the program, your WWC check clearance number, and your date of birth plus the names of two referees, to NNIC at PO Box 20168 Nimbin 2480, or email on [admin@nnic.org.au](mailto:admin@nnic.org.au). More details can be obtained by contacting Natalie Meyer at NNIC on Mon, Wed or Thursdays, Ph: 6689 1692.**

NNIC is an Equal Opportunity employer. Successful applicants will be screened under the Working with Children Check regulations.

The Nimbin Holiday Club is funded by NSW Department of Education and Communities (DEC).



## Nimbin Holiday Club / Vacation Care Program

### Casual Child Care Worker

#### JOB DESCRIPTION AND DUTY STATEMENT

Hours:	During NSW School holidays and as required
Salary:	Children's Services Modern Award <b>Casual.</b> Long Day Care CCW1
Reports to:	The Program Coordinator And the Manager and Management Committee of Nimbin Neighbourhood and Information Centre Inc (NNIC).
Funding:	Department of Education and Communities (DEC) NSW.

#### Principal Function

To assist with the care of the children participating in the Nimbin Vacation Care Program ("Nimbin Holiday Club"), ensuring the provision of a quality service for primary school children aged between 5 and 12 years, which meets each child's developmental, social and recreational needs, in an environment which encourages safe and creative activities.

The service operates during school holidays, for up to 25 days per year, subject to available funds, for a maximum of 30 children per day. The service includes excursions.

#### Duties

- 1. Provide care and supervision of children participating in the Nimbin Vacation Care program:**
  - Provide safe and fun activities as directed by the Program Coordinator;
  - Maintain and deliver a healthy, safe and clean environment for all staff and children – notify the Program Coordinator if repairs etc are needed.
  - Support children with additional needs to ensure their maximum participation in the program, including children from diverse backgrounds and Aboriginal and Torres Strait Islander children.
  - Assist the Program Coordinator to clean and secure the premises at the end of each day of the service.
- 2. Responsibilities to children:**

- Ensure the children's welfare and safety at all time. Provide and adhere to suitable procedures in case of illness or accident.
- Treat each child with dignity and respect, regardless of age, sex, religion, culture, language, background or disability. **No** form of corporal punishment is to be used **under any circumstances**.
- Assist the Program Coordinator to nurture a happy, secure environment where children have positive self-esteem.
- Ensure **direct** supervision of **all** children at **all** times.
- Provide activities that are appropriate to the needs of the children.
- Ensure children practice satisfactory standards of behaviour towards other children and adults.
- Ensure food, drink, rest and toilet facilities are available at all times.
- If you have ANY suspicions that any child be at risk of harm, this **MUST** be referred immediately to the Manager for further assessment. NNIC is a mandatory reporting agency.

### 3. **Responsibilities to parents:**

- Maintain good relations with parents and encourage parent participation.
- Treat all parents with respect regardless of age, sex, religion, culture, language, background or disability.
- Assist parents with registrations and enrolments and remind them of their obligations eg. pay fees on time, collect children on time, sign their children in and out of the service, inform about changes to attendance or health etc of children, as may be directed by the Program Coordinator.
- Ensure that **only authorised persons** collect children, or supply written permission for children to go home alone.
- Ensure that children do not leave the premises without being accompanied by a staff member, unless the parent has provided written authorisation for the child to leave.

### 4. **Responsibilities to staff:**

- Establish and maintain a positive, cooperative relationship with all members of NNIC and Vacation Care staff.
- Ensure a safe work environment is maintained for all staff, volunteers, children, parents and visitors.

### 5. **Other Duties**

- Abide by the NNIC Staff Code of Conduct
- Attend meetings as may be required by the Program Coordinator.
- Participate in appropriate professional development/training activities as required by the Management Committee of NNIC.
- Other duties as may from time to time be negotiated or required.

**6. Additional Reporting Requirements:**

- Inform the Program Coordinator of any issues which may affect the local community and the delivery of the Vacation Care service in the local area.
- To co-operate with Workplace Health and Safety policies and procedures, and to ensure your own health and safety and the health and safety of others in the workplace.
- Participate in the NNIC Performance Appraisal procedure and policy if required.
- Record all photocopying in relation to Vacation Care in the photocopying book at the front desk of NNIC.
- All program expenditure must be approved by the Program Coordinator. Any claims for out of pocket expenditure are to be made in accordance with NNIC policy.
- Refer any grievance to the grievance officer for management in accordance with the NNIC Inc Grievance Policy and Procedure.
- In the event of any critical incident, complete an NNIC Incident Report Form (copies located in the drawer of the front desk, and inside First Aid Kit) and advise the Program Coordinator or Manager or any member of the Management Committee that a critical incident has occurred.

**I have read and understood the contents of this Job Description and Duty Statement and in signing this document I agree to be bound by the terms and conditions contained within it.**

**Signature of Employee: ..... Date:**

**Signature of Management:..... Date:**