

**BLACKHEATH AREA NEIGHBOURHOOD CENTRE INC.  
POSITION DESCRIPTION**

<b>Position</b>	<b>BOOSH Assistant Coordinator</b>
<b>Location</b>	Blackheath Public School, Blackheath NSW 2785
<b>Accountability and reporting</b>	This position reports to BOOSH Coordinator
<b>Directly supervises</b>	BOOSH Educators as required
<b>Internal liaisons</b>	Finance Assistant, Finance Manager, Operations Manager, Neighbourhood Centre Coordinator, BANC Access Coordinator
<b>External liaisons</b>	Blackheath Public School staff, parents, Mountains Christian College staff, Mt Victoria Public School staff, Megalong Public School staff, HubWorks, contractors
<b>Remuneration</b>	Modern Children's Award Level 5 depending on qualifications and experience
<b>Hours per week</b>	30 hours during term time and 25 hours during Vacation Care
<b>Position status/duration</b>	Permanent, part-time (subject to funding). Occasional out of core hours work is required.
<b>Organisational context</b>	<p>Blackheath Area Neighbourhood Centre (BANC) is a multipurpose not-for-profit community-based organisation servicing the Upper Blue Mountains. Services include out of school hours care, NDIS services, and Neighbourhood Centre. BANC values are Inclusive, Fair, Professional, Committed, Responsive, Innovative. BANC is the heart of creative, inclusive services that support the sustained well-being and resilience of its community.</p> <p>BOOSH provides Before School, After School and Vacation Care to primary school-aged children.</p>
<b>Position objectives</b>	This position works alongside the BOOSH Coordinator to ensure BOOSH works within the requirements of the National Quality Framework (NQF) and the framework for School Aged Care – My Time, Our Place. The Assistant Coordinator will lead planning of the daily program based on My Time, Our Place, as well as monitoring, evaluation and reporting. Policy states the level of delegations that apply to this position.
<b>Judgment and decision making</b>	This position requires the ability to make decisions and solve problems based on BANC Policy and Procedures and delegations provided by the BOOSH Coordinator.
<b>Interpersonal skills</b>	<ul style="list-style-type: none"> <li>• Ability to develop positive working relationships with stakeholders including staff, children and parents</li> <li>• Good written and verbal communication skills</li> <li>• Understanding of confidentiality and discretion</li> </ul>

<p><b>Duties</b></p>	<ol style="list-style-type: none"> <li>1. Ensure a high-quality standard of care is provided</li> <li>2. Assist in creating a warm, caring environment for all children</li> <li>3. Lead planning of the daily program based on My Time, Our Place, as well as monitoring, evaluation and reporting</li> <li>4. Ensure needs, concerns and expectations of children and families are integrated into planning</li> <li>5. Actively engage with children during the implementation of the program</li> <li>6. Foster a rich play environment consistent with My Time, Our Place</li> <li>7. Ensure the safety and hygiene of children, including ensuring appropriate cleaning and food handling practices</li> <li>8. Regularly update the Quality Improvement Plan (QIP)</li> <li>9. Order and manage resources</li> <li>10. Ensure that BOOSH maintains a positive public image and is well promoted so that its services are as accessible as possible</li> <li>11. Maintain effective and efficient administrative and financial management systems</li> <li>12. Contribute to the development and review of BANC policies and procedures to ensure they support the safe and professional delivery of services.</li> </ol> <p><b>BANC duties</b></p> <ol style="list-style-type: none"> <li>1. Comply with all BANC policies and procedures</li> <li>2. Act according to the BANC Code of Conduct</li> <li>3. Comply with BANC’s Work Health and Safety Policy</li> <li>4. Promote a positive image of BANC to members of the public</li> <li>5. Promote the service where possible, including on social media platforms</li> <li>6. Contribute to the team environment at BANC and its overall aims</li> <li>7. Actively participate in staff meetings, service planning, supervision and performance appraisals as directed</li> <li>8. Read and respond to relevant minutes and memorandums</li> <li>9. Maintain BANC resources within the guidelines of BANC Policies and Procedures</li> </ol>
<p><b>Mandatory requirements</b></p>	<ol style="list-style-type: none"> <li>1. Resume and contact details of two current referees</li> <li>2. HLTAID004 - First Aid Certificate, Anaphylaxis &amp; Asthma</li> <li>3. HLTAID001 – CPR</li> <li>4. CHCPRT001 - Identify and Respond to Children and Young People at Risk</li> <li>5. Current Working with Children Check</li> <li>6. Current Criminal Record Check</li> <li>7. Up to date vaccination for COVID-19 and influenza</li> </ol>
<p><b>Selection criteria</b></p>	<ol style="list-style-type: none"> <li>1. Tertiary qualifications in a relevant degree OR minimum 3 years’ experience working in the child care/education sector</li> <li>2. Practical knowledge of My Time, Our Place</li> <li>3. Understanding of child development</li> <li>4. Experience programming for children in middle childhood</li> <li>5. Good IT skills, including knowledge of Microsoft Office</li> <li>6. Good organisational skills</li> </ol>
<p><b>Date</b></p>	<p>September 2022</p>