

## POSITION DESCRIPTION

<b>Position Title:</b>	High Intensity Outside School Hours Care (OSHC) Coordinator
<b>Division:</b>	Community Services
<b>Position Reports to:</b>	Manager – High Intensity OSHC
<b>Direct Reports:</b>	OSHC Educators
<b>Classification:</b>	SCOE
<b>Band</b>	
<b>Approved by:</b>	Director Community Services and Allied Health
<b>Date Approved:</b>	January 2026

### Position Overview

Your responsibilities as the High Intensity Outside of School Hours Care Coordinator (After School Care and Vacation Care) will be to oversee the day-to-day operation of the service.

You will be in charge of program administration, rostering, supervising and assisting educators in running activities delivering a program that delivers high-quality education and care, meets compliance and business standards, and upholds organisational values in every decision and interaction.

You will use your leadership and rapport building skills to encourage and motivate your team, assisting them with their own professional development and continually form positive relationships with the school, families and children in OSHC.

### Key Responsibilities

- Lead, mentor, and support OSHC educators; manage rosters, professional development, and foster a positive team culture.
- Develop and facilitate engaging programs using OSHC Frameworks to meet the needs of individual children
- Ensure National Quality Framework approach in developing, delivering and evaluating the service's program.
- Ensure a safe, inclusive, and stimulating environment; implement behaviour management, emergency protocols, and active supervision.
- Provide a supportive, welcoming and inclusive environment for families and children.
- Create and maintain clear communication lines with the school principal/key contacts.
- Build strong relationships with parents, children, and the school community through communication (newsletters, apps) and involvement.
- Ensure a high level of employee performance is achieved through coaching, mentoring and providing professional support to educators.
- Oversee day-to-day operations, enrolments, budgets, maintain records, and ensure compliance with all regulations
- Ensure quality and compliance in service delivery is in line with the National Quality Framework and regulations

- Ensure a high-quality service that complies with all regulatory and legislative requirements, state and commonwealth
- Drive continuous quality improvement and development of service area, including for the Assessment and Rating process using the Quality Improvement Plan

### All employees are responsible for:

- Promoting and protecting the human rights of people with disabilities, in accordance with the UN Convention on the Rights of Persons with Disabilities (CRPD) (2008).
- Working to ensure high-quality and safe support and services for children and young people in OSHC
- Understand responsibilities and roles and work in accordance with Work Health and Safety Mandatory Reporting and Emergency Procedures.
- Meeting obligations under all relevant Victorian and Commonwealth legislation.
- Working in accordance with the Yooralla Code of Conduct and Employee Manual.

## Selection Criteria

### Mandatory Requirements

- National and International Police Record Check
- Working with Children Check (Employee) or VIT registration
- First Aid HLTAID012, including CPR Training, Asthma and Anaphylaxis.
- Child Protection Training or are willing to obtain.
- Completed a Diploma or above in Child Care, Education, Community Services, (or ACECQA equivalent) is essential.

## Professional Experience

- Proven leadership experience in the Early Childhood, Education, Disability or School Aged Care sector, with demonstrated results in quality, financial, and people outcomes.
- Knowledge of National Quality Framework (NQF) and Child Safe Standards.
- Extensive skills, knowledge and experience in OSHC, including demonstrated use of the My Time Our Place framework.
- Ability to contribute to the development of the OSHC policies and procedures.

## Personal Skills and Attributes

- Strong leadership, communication, and interpersonal skills.
- Problem-solving and organizational abilities.
- Demonstrated ability to work effectively and collaboratively in a team.
- Reliable, punctual and mature attitude to work.
- Ability to communicate positively and effectively with co-workers, students and the wider school community with maturity and discretion.
- Ability to work both independently and collaboratively as part of a team.
- Ability to work under pressure in a calm and methodical manner.
- Well-developed communication and interpersonal skills.
- Ability to use initiative.

## About Yooralla

Yooralla is Victoria's most established and recognised for purpose disability service provider with more than one hundred years of experience offering high quality support services to people with disability. We work in partnership with people with disability, their families, and carers to enable them to live the lives they choose.

Across Melbourne and regional Victoria, we support people of all ages and needs. Our 2,000+ staff

provide a wide range of quality services, including accommodation and residential supports, specialist accommodation for people with complex health conditions, employment, training, support coordination, kindergarten assistance, recreational and therapy services, including assistive technology.

As a child safe organisation, Yooralla prioritises the safety, wellbeing, and protection of children in our care. We require applicants to undergo relevant child safety screening prior to appointment and for all employees to adhere with our child safe practices.

### Our Purpose

To support people with disability to live the life they choose

### Our Promise

Designed by you, supported by us, and achieved together

### Our Values

- We put the person living with a disability first
- We do better together - we work as a team
- We speak up