



JOB DESCRIPTION

Position: Oscar & Holiday Programme Assistant
Location: Woolston Development Project, 497 Ferry Road, Christchurch and in various community locations
Responsible to: Recreation Coordinator (the Supervisor) and Manager

Purpose of Position: To assist the OSCAR Supervisor, assistant(s) and approved others in carrying out duties and daily activities in a safe, organised, committed and friendly manner.

Skills required:

- To have had experience working with children.
- Good communication skills with both children and adults.
- Self-motivated, shows initiative and enthusiasm for working with children.
- Ability to work well within a team.
- To be honest, reliable and trustworthy.
- Have an awareness and knowledge of cultural and disability issues.
- Ability to make decisions in consultation with the Supervisor, when required.
- A clear understanding of personal and professional boundaries.
- Ability to model appropriate social skills.
- Able to initiate activities.
- Ability to accept responsibility and direction from the Supervisor and listens well.

Specific duties:

- To be responsible for the care and safety of the children attending the programme.
- To assist in the planning, preparation, organisation and implementation of activities.
- To supervise the children within the accepted boundaries
- To participate in activities with the children where appropriate.
- To ensure the safety of equipment and materials.
- To assist in the implementation of positive reinforcement rewards for the children.
- To activate disciplinary procedures in consultation with the Supervisor.
- To attend to any injuries and to record all such cases in the Incident book.
- To supervise and monitor the hygiene of the children.
- To ensure all children have been collected before you and another worker leave the programme.

- To attend any meetings relevant to the ASP and training as approved and/or directed by the Manager.
- To ensure the facility is clean and tidy at the end of each session.
- Any other tasks as deemed appropriate by the Supervisor and/or the Manager, as pertinent to the position.

Objectives and Performance Indicators:

- To have current children continue attending the programme.
- Children's feedback is positive.
- Staff interactions are appropriate.
- The Team is functioning well: i.e. appropriate and respectful communication is occurring.
- Good role-modelling is achieved for clients.
- Client numbers remain stable to increasing.
- A range of changing activities is occurring.
- Any payments are receipted and accounted for.
- Issues for clients and staff are resolved.
- Programme is supported by the community.
- A consistent and safe environment is provided.
- A good rapport is being achieved with children and their parents.
- All staff are abiding by the WDP Policy and Procedures.
- All staff are abiding by the Code of Conduct.
- A Police Clearance is obtained.