

OurKidz NZ OSCAR

Position Description

Position: OSCAR Caregiver

Reporting to: Programme Coordinator

Location: Kaiapoi / Amberley / Belfast

Purpose:

This role is to ensure our children have fun and to maintain a safe and enjoyable environment for the children to engage in. The successful applicant will achieve immense experience working alongside children and will provide support to the programme supervisor/coordinator.

Key Responsibilities:

- High standard of care and support for our children and their families;
- Ensure a safe, secure and respectful environment is provided and maintained for the children in our care;
- Provide quality and an inclusive programme for all children in attendance;
- Assist with general cleaning of programme venue during and after activities;
- Administration duties as assigned by coordinator which are to be completed daily;
- Assist the Supervisor with various tasks required during the programme;

Key Relationships

Internal Relationships:

- The families, whānau and children of our programme
- Coordinator and colleagues of the programme

External Relationships:

- Community members
- OSCAR network members
- Support Authorities (Police, Ministry of Social Development, Oranga Tamariki— Ministry for Children, Work and Income)
- Suppliers

Qualifications

- No formal qualifications are required; however training opportunities may be offered.
- Knowledge of childcare environments;
- A current first aid certificate and a clean full driver's license would be an advantage.

Skills and Experience:

The successful applicant will:

- Be knowledgeable in working with children;
- Knowledge of how to have fun working alongside children;
- Demonstrate a high level of patience;
- Possess a passion for wanting to enrich children's lives;
- Have a high level of energy for active games to participate in;
- Possess a willingness to engage in the planning processes of the programme activities;
- Must hold a valid, full and clean driver's license; Personal Attributes:

The successful applicant:

- Must be eligible to work in New Zealand;
- Must be able to relate well with children and their family's requirements;
- Will maintain the highest standard of personal conduct in performing all duties required by the role;
- Must be able to develop and maintain productive working relationships with colleagues, families, whānau and their children, based on great respect and good rapport;
- Be well organized and prepared. Carry out responsibilities and tasks in a purposeful manner;
- Demonstrate the ability to deliver a high standard of client service based on understanding and evaluation of client's needs and satisfaction;
- Employment will be subject to an acceptable police check. We are committed to the safety and wellbeing of all the children within our care and such recruitment and employment will be as per the Children's Act guidelines.

To request an application form, please call Debbie Wood at 02102746031 / 03 327-7470 or email ourkidz.oscar@outlook.com

A current resume and cover letter must be enclosed with the return of the application, which can be mailed to PO Box 76009, Northwood, Christchurch, 8542. Two original forms of identification to be provided on acceptance of an interview.

Employee Signature:

Date:

Employer Signature:

Date: