

You need to employ staff - what needs to be considered?

All OSHC service in SA should be compliant with the requirements of the OSHC Standards SA (these incorporate the OSHC National Standards 1995 that are referred to in the Australian Government Child Care Handbook).

An OSHC service needs a staff team with diversity of age, gender, qualifications, skills and experience. You need to do all you can to ensure that when a vacancy occurs you attract the best available person to fill that vacancy. We all of benefit from having "to sell ourselves" and so even if you have only very limited casual hours to offer, it is wise to have some clear and designated process for hiring staff. This process must include criminal history screening and some form of referee checking.

Before you begin:

- Know the position you need to fill – hours available & award classification
- Have a copy of the relevant award on hand
- Know where and how you will advertise
- Know what the steps you'll need to take – written application, expression of interest, full interview by panel, shorter interview by director – does this comply with your service's policy on recruitment and induction of staff?
- What if there are no suitable applicants – what step will be taken
- What if there are no suitably qualified applicants to meet the OSHC SA Standards

Access to other support:

- If you are using the Child Care SA Award, Network SA has sample position descriptions on its web site which can be downloaded and tailored to meet the needs of your service - www.networksa.org.au or you can call them on (08) 8445 8128. **NB – be aware that the award modernisation process will bring change from January 2010 – www.airc.gov.au/awardmod.**
- If you are in a Catholic school you can contact the Catholic Education Office for a specific Position Information Descriptor.
- For general information about hiring staff in all services go to the Department of Education and Children's Services www.decs/oshc.sa.gov.au
- For services operating on a DECS site there are departmental requirements that you are asked to comply with that are detailed on this site too.

The OSHC Association is available if you encounter other difficulties when hiring staff. Feel free to contact us as we may have some further information to assist you.