



## POSITION DESCRIPTION

### About us

Northern Rivers Community Gateway (the Community Gateway) is a non-profit registered charity formed in 1976. We provide welfare and capacity building programs for disadvantaged community members. Our services extend the Far North Coast, Mid North Coast, New England and across NSW. We operate with a Board of Governance responsible for setting strategic directions and a Chief Executive Officer (CEO) with responsibility for management of the organisation.

<b>Our vision</b>	Many tracks, one road, sustaining community				
<b>Strategic priorities</b>	Strategic investment		Innovation		Social impact
<b>Our values</b>	Vision	Respect	Commitment	Integrity	Innovative
<b>Our practice framework</b>	<p>Our <i>Purpose and Practice Framework</i> demonstrates our commitment to the clients and communities we serve. It ensures our practice is evidence-based and responsive to the needs of our communities, enabling a positive and social impact.</p> <p>Elements include:</p> <ul style="list-style-type: none"> <li>• Creating social impact</li> <li>• Designing our services</li> <li>• Enhancing access</li> <li>• Responding to need</li> <li>• Delivering quality services</li> <li>• Measuring outcomes</li> <li>• Supporting our work.</li> </ul>				

### Our programs

The Community Gateway delivers a range of programs funded recurrently through State and Commonwealth Government, fee for service and philanthropic grants.

<b>Financial Inclusion</b>	We deliver Financial Inclusion programs in outreach locations across the Far North Coast, such as NILS - No Interest Loans, StepUp Loans, Budget Counselling, Financial Counselling and Tax Help. The state-wide NSW Financial Inclusion program promotes and supports financial inclusion services and facilitates the NSW Financial Inclusion Network.
<b>Homelessness Programs</b>	Our Helping Hands Program delivers case management services for Aboriginal people who are homeless or at risk of homelessness in partnership with the Far North Coast Aboriginal Alliance and the Far North Coast Homelessness Alliance.
<b>Trauma Counselling</b>	Our Child and Adolescent Trauma Counselling program provides services for children and adolescents who have or are experiencing the impacts of trauma. Reaching Out Sexual Assault Service program provides counselling services for adult survivors of sexual assault.
<b>Community hub</b>	Our Community Hub and outreach services across the Far North Coast provide direct welfare assistance. This includes intake and assessment, information and referral, showers for the homeless, washing machine and dryer, community pantry and street swags.



<b>Emergency relief</b>	Our First Step program is a lead agency for emergency relief across the Far North Coast, providing energy, food, fuel and pharmaceutical assistance. This program is delivered through the community hub, outreach locations in Casino and Kyogle and community partners in Byron and Tweed Shires.
<b>Volunteering</b>	The Volunteer Resource Centre provides recruitment and placement of volunteers and supports volunteering organisations through training and development to support best practice volunteer management. As part of The Community Gateway's volunteer resource centre the Community Visitors scheme links volunteers with residents aged care facilities aimed at enriching the lives of the aged.
<b>Rainbow Region Kids</b>	Rainbow Region Kids provides accredited before and after school care and vacation care. Developed with the 'my time our place' framework it provides government subsidised child care programs for school aged children.
<b>Gambling Help</b>	Warruwi Gambling Help promotes responsible gambling within the Aboriginal community. We are responsible for the delivery of the program to Aboriginal communities in the Far North Coast, Mid North Coast and New England areas.
<b>Connecting Families</b>	<p>The Connecting Families program provides ongoing intensive case management, coordination, service support, counselling and other provisions around the family to help establish a secure and stable platform from which to develop key relational and family functioning skills.</p> <p>The program adopts the Parents under Pressure curriculum, exploring key life areas relating to attachment and emotional management such as health and well-being, building support networks, parental identity, engaging children in play, mindful parenting, relational skills and managing addictions.</p>
<b>Books &amp; Butterflies Supported Playgroup</b>	Books & Butterflies is a free weekly playgroup that offers a supportive and inclusive learning environment for children aged 3-5 years of age, who may not otherwise have access to community playgroups or other services. Our activities and program content are facilitated by professionally qualified child therapists, providing great opportunities for learning and socialisation that are needed for young children to successfully transition into preschool and kindergarten.



## Position details

<b>Position title</b>	<b>Child Care Educator Before School Care, After school care and Vacation Care</b>
<b>Branch</b>	<b>Rainbow Region Kids</b> <b>Locations: Far North Coast including, Lismore, Wollongbar, Alstonville, Casino, Kyogle, Ocean Shores.</b>
<b>Reports to</b>	<b>Manager – Children’s Services</b>
<b>Award</b>	<b>Children’s Services Award 2010 Grade 2</b>
<b>Hours</b>	<b>Casual</b>
<b>Probationary period</b>	<b>N/A</b>

## Introduction to Program

Rainbow Region Kids is a service provided by Northern Rivers Community Gateway and aims to promote develop and support community services and families. In particular, priority is given to working and studying partners with school aged children.

Rainbow Region Kids is committed to servicing the community by:

1. Maintaining highly motivated and skilled personnel, who aim for excellence through their work at the service.
2. Providing a quality service with a view to expand and strengthen community networks through managing the service in a manner that exceeds community expectations.
3. Creating a dynamic professional environment that fosters growth, integrity and respect while facilitating coordination and teamwork.

## Position summary

The Child Care Educator will work as part of a team within our Children’s Services program, which is located at Lismore, Wollongbar, Alstonville, Casino, Kyogle, Ocean Shores and other sites within the Northern Rivers area.

## Key accountabilities

### Purpose and values

- Actively support the Community Gateway’s vision, strategic priorities and values
- Always behave in a way that contributes to a workplace free of discrimination, harassment and bullying
- Operate in line with the Community Gateway’s policies and procedures
- Promote and work within the Community Gateway’s *Purpose and Practice Framework*
- Operate within legal and regulatory framework.



### **Program**

- Assist in the implementation of the children's programs under supervision
- Assist in the implementation of daily care routines
- Develop awareness of and assist in maintenance of the health and safety of the children in care
- Give each child individual attention and comfort as required
- Understand and work according to the centre or service's policies and procedures
- Demonstrate knowledge of hygienic handling of food and equipment

### **Professional**

- Actively undertake work planning and participate in regular supervision sessions
- Meet agreed work plan and/or program targets
- Actively participate in all team and branch meetings, whole of organisation meetings and individual supervision of work plans
- Manage own role and responsibilities in a varied work environment;
- Maintain confidentiality
- Pursue new skills and knowledge for personal and organisational development
- Contribute to the development of the Community Gateway, through participation in organisation- wide planning and review process, performance planning reviews and other activities as required
- Positively and constructively represent our organisation to external contacts at all opportunities
- Communicate appropriately in a range of contexts

### **Key selection criteria**

#### **Qualification, knowledge, skills and experience required to perform the role.**

##### **Assist in the implementation of the children's program under supervision.**

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- Understand and work according to the centre or service's policies and procedures.
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#### **Additional requirements of the role**

##### **Work health and safety**

All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and/or that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve health and safety.

##### **Pre-existing injury**

Before any person can be appointed to this position it will be required they disclose any pre-existing injuries or disease that might be affected by employment in this position.

##### **Equal opportunity**

The Community Gateway is an equal opportunity employer. All staff have a responsibility to be familiar with our equal employment opportunity policy.



**Conditions of employment**

- Certified copy of all qualifications listed in the resume
- Signed Prohibition notice declaration for prospective staff members
- Current police check undertaken by the Community Gateway
- Current Working with Children Check