



Northern Rivers Community Gateway

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.

Our vision	Many tracks, one road, sustaining community				
Strategic priorities	Strategic investment		Innovation		Social impact
Our values	Vision	Respect	Commitment	Integrity	Innovative
Our practice framework	<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"> • Creating social impact • Designing our services • Enhancing access • Responding to need • Delivering quality services • Measuring outcomes • Supporting our work. 				

Our programs

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

Financial Inclusion 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.

Homelessness Programs 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.

Trauma Counselling 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.

Community hub 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.



Northern Rivers Community Gateway

Emergency relief

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.

Volunteering

The Volunteer Resource Centre provides supports volunteering organisations to achieve best practice volunteer management. As part of The Community Gateway's volunteer resource centre the Community Visitors scheme aims to enrich the lives of older people though linking link volunteers with those living in aged care facilities and those living independently who receive home support services .

Rainbow Region Kids

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.

Gambling Help

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.

Connecting Families

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.

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.

Books & Butterflies Supported Playgroup

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.



Northern Rivers Community Gateway

Position details

Position title	Before School Care, After School Care and Vacation Care Assistant Coordinator
Branch	Rainbow Region Kids, Children's Services Locations required to work Far North Coast including, Lismore, Wollongbar, Alstonville, Casino, Kyogle, Ocean Shores.
Reports to	Manager – Children's Services
Award	Children's Services Award 2010
Grade	Level 4
Benefits	Access to salary sacrifice agreement
Hours	Permanent Part Time Minimum 25 hours per week. The ability to work additional hour as required.
Probationary period	6 Months

Introduction to Program

Rainbow Region Kids is a service provided by Northern Rivers Community Gateway and aims to provide quality outside school hours care.

Position summary

RRK Outside School Hours Care Centre provides National Quality Standard, Early Childhood Education and Care to school aged children incorporating My Time Our Place Framework. The Assistant Coordinator 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
- 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

- In consultation with the Manager responsible for the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups.
- Responsible to the Manager for the supervision of staff and students
- Work as part of a team of assistant coordinators across the RRK children's program
- Ensure a safe environment is maintained for staff and children
- Ensure all children are adequately supervised, not subject to inappropriate discipline and are protected from harms and hazards.
- Ensure records are maintained for each child in care including recording observations of individual children or groups for program planning purposes
- Undertake and implement the requirements of quality assurance
- Develop implement and evaluate daily routines
- In consultation with the Manger review and revise the Quality Improvement Program (QIP)
- Ensure Northern Rivers Community Gateways policies and procedures, National Quality Framework and Regulations are adhered to.
- Liasie with families as required
- Perform other duties as directed by management



Northern Rivers Community Gateway

Professional

- Actively undertake work planning and meet agreed work plan and/or program targets
- Participate in regular organisational and clinical supervision sessions and annual performance reviews.
- Actively participate in all team and branch meetings, whole of organisation meetings.
- Attend all staff development activities as instructed.
- Pursue new skills and knowledge for personal and organisational development.
- Contribute to the development of the Northern Rivers 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

Key selection criteria

Qualification, knowledge, skills and experience required to perform the role

1. Demonstrated supervision skills
2. Demonstrated experience communicating in a range of contexts.
3. Knowledge and understanding of childhood development and programming for children
4. An understanding of the Education and Care Services National Law and Regulations
5. Demonstrated experience in implementing quality improvement through and evaluating routines
6. Ability to ability computing concepts

Qualifications:

1. Diploma in Children's Services (or equivalent) and/or 3 years' experience
2. First Aid Certificate or willingness to obtain.
3. Child Protection Certificate or a willingness to obtain

Mandatory requirements

- Certified copy of all qualifications
- Signed Prohibition notice declaration for prospective staff members
- Current National Police Check undertaken by the Community Gateway
- Current Working with Children Check

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.