



## Position description

### Casual OSHC Assistant Coordinator CSA Level 4

#### About us

Community Gateway formed in 1976 and is a child-safe organisation that provides welfare and capacity building programs. Our services are aimed at alleviating disadvantage. We are person-centred, values-driven, are committed to social justice and to the financial and social inclusion of every human being.

We are proud to say that Community Gateway is a registered charity that holds QIP accreditation, assessed against the *Quality Improvement Council Health and Community Services Standards 7th Edition*.

We are an equal employment opportunity employer. We are committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people.

#### 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

Community Gateway's purpose and practice framework demonstrates our commitment to our clients and the communities we serve. The framework ensures that our practice is evidence-based and is responsive to the needs of our communities, enabling positive social impact. The elements of our framework include:

- Creating social impact
- Designing our services
- Enhancing access
- Responding to need
- Delivering quality services
- Measuring outcomes
- Support our work

#### Our services

Community Gateway delivers a range of programs funded recurrently through state and commonwealth government, fee for service and philanthropic grants.

#### Finance programs

Community Gateway delivers financial inclusion programs in outreach locations across the Far North Coast, such as NILS no interest loans, budget counselling and Tax Help.

#### NSW financial inclusion

Our state-wide NSW financial inclusion aims to promote and support financial inclusion services throughout NSW. This service facilitates the NSW Financial Inclusion Network.



### **Homelessness programs**

Community Gateway Helping Hands service delivers case management 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.

### **Child and adolescent trauma counselling**

Provides counselling services for children and adolescents who have or are experiencing the impacts of trauma.

### **Adult trauma counselling**

Our Reaching Out sexual assault service provides counselling for adult survivors of sexual assault.

### **Community Hub**

We are the Community Hub for Lismore, providing direct welfare assistance from our shop front and through our outreach programs across the Far North Coast. These services include intake, assessment, information, assisted referral, showers, washing machine, community pantry, Backpack Beds.

### **Emergency relief**

Our First Step emergency relief service is delivered through our shop fronts and outreach locations at Lismore, Casino, Kyogle, Murwillumbah and Byron Bay. We provide energy vouchers, food, fuel and pharmaceutical assistance.

### **Volunteer management**

Increases opportunities for people to participate in social and economic life for the broader community through volunteering. We do this by building effective volunteering practices and opportunities within organisations and communities, increasing volunteer diversity and improving access to volunteering information. We provide access to training, development and resources to volunteers and the organisations that want to use them, supporting best practice in volunteer management.

### **Community visitors**

Our Community Visitors Scheme links volunteers with aged people residing in an aged care facility or living in their home supported by a home care package.

### **Rainbow Region Kids**

Provides accredited before school care, after school care and vacation care across 6 locations. Developed with the 'my time our place' framework, this service provides government subsidised outside school hours childcare for school aged children.

### **Warruwi**

Warruwi gambling help is a community development service that works with Aboriginal communities and mainstream gambling help programs to provide access to culturally appropriate counselling and responsible gambling services.

### **Connecting Families**

Connecting Families works with vulnerable families to support and develop skills regarding parenting, attachment and emotional or behaviour management. We aim to establish a stable platform from which families can develop healthy, nourishing connections. Our service is tailored to suit the individual needs of each family. Our flexible supports and resources are delivered from our custom-designed facilities, session rooms and in families' own homes. 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.



## Position overview

### Details

#### Position Title

Casual Outside School Hours Childcare Assistant Coordinator for Before School Care, After School Care and Vacation Care.

#### Branch

Community services

#### Reports to

Coordinator

#### Award

Children's services - Level 4

#### Benefits

Salary packaging

#### Hours

Casual

### 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. Locations required to work Far North Coast including, Lismore, Wollongbar, Alstonville, Casino, Kyogle, Ocean Shores.

## Key accountabilities

### Purpose and values

- Actively support Community Gateway's vision, strategic priorities and values.
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times.
- Operate in line with Community Gateway's policies and procedures.

- Promote and work within Community Gateway's practice framework.
- Operate within legal and regulatory framework.
- Positively promote a performance based and collaborative culture.

### Program accountabilities

- In consultation with the Coordinator responsible for the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups.
- Responsible to the Coordinator 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.
- Liaise with families as required.
- Perform other duties as directed by management.



## Professional accountabilities

- 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.

## Selection criteria

### Essential

1. Diploma in Children's Services (or equivalent) and/or 3 years' experience.
2. Demonstrated supervision skills.
3. Demonstrated experience communicating in a range of contexts.
4. Knowledge and understanding of childhood development and programming for children.
5. An understanding of the Education and Care Services National Law and Regulations.
6. Demonstrated experience in implementing quality improvement through and evaluating routines.
7. Ability to undertake computing tasks.

### Desirable

1. Experience with Xplor database.

## Additional requirements

1. A current NSW Drivers licence.
2. Current NSW working with children's check prior to commencement.
3. Current Provide First Aid in an Education and Care Setting certificate.
4. Current Approved Child Protection certificate.
5. Evidence of full COVID vaccination.
6. A National Criminal History Records check

**For office use only**

Version 2

CEO approval [8/11/2021]