



Position description

Casual OSHC Educator CSA Level 3

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.

Waruwi

Waruwi 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 Educator for Before School Care, After School Care and Vacation Care

Branch

Community services

Reports to

Coordinator

Award

Children's services - Level 3

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

- Work as part of a team of Childcare educators across the RRK children's program.
- Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups.
- Record observations of individual children or groups for program planning purposes for qualified staff.
- Under direction, work with individual children with particular needs.
- Assist in the direction of untrained staff.
- Undertake and implement the requirements of quality assurance.
- Work in accordance with food safety regulations.
- Ensure a safe environment is maintained for staff and children.
- Ensure all children are adequately supervised and are protected from harms and hazards.
- Recording observations of individual children or groups for program planning purposes.
- 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. Certificate III in Children's Services or an equivalent qualification and relevant experience in a similar role.
2. Current knowledge of the National Quality Framework (Laws, Regulations and Standards) for out of school care.
3. Within a childcare setting demonstrated ability to interact and develop respectful relationships with children individually and in groups.
4. An understanding of childhood development and experience in supervising children in a range of activities.
5. Demonstrated skills as a team player.
6. Ability to work in line with Children's Services Regulations, the National Quality Framework (NQF) and the My Time Our Place Framework.

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 (08/11/2021)