



## Position description

### Children's Services Development Worker

#### About Community Gateway

Since 1976, Community Gateway has been supporting disadvantaged and vulnerable people, providing welfare and capacity building programs in Lismore, throughout Northern NSW and across the state. We are person-centred, values-driven, are committed to social justice and to the financial and social inclusion of every human being.

Community Gateway is a registered charity, is QIP accredited, assessed against the *Quality Improvement Council Health and Community Services Standards 7th Edition*, and is a child-safe organisation.

As 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 practice framework

Our 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.

- Our vision is “*many tracks, one road, sustaining community.*”
- Our strategic priorities include *strategic investment, innovation* and *social impact*.
- Our values are *vision, respect, commitment, integrity* and *innovation*.

#### Our services

We deliver a broad range of services funded through state and commonwealth government, fee for service and philanthropic donations. Our services include:

- Financial capability including no interest loans and budget counselling.
- State-wide financial inclusion coordination, including facilitation of the NSW Financial Inclusion Network.
- Aboriginal homelessness case management.
- Child and adolescent trauma counselling.
- Adult trauma counselling.
- Adult counselling for survivors of sexual assault.
- Parents Under Pressure program, enabling the growth of healthy relationships between parent and child.
- Family case management, supporting parents and children to create change that support life skills, attachment, and behavioural growth.
- Lismore community hub and outreach provide intake, assessment, assisted referral and a range of services to build community capacity.
- Emergency relief, supporting people in crisis.
- Volunteer management.
- Seniors' support, linking volunteers with older people experiencing social isolation.
- Accredited before school care, after school care and vacation care for school-aged children across Northern NSW.
- Supported playgroup.

**More details about our organisation and services can be found on our website**

[nrcg.org.au](http://nrcg.org.au).



## Position overview

### Details

**Position title**

Children's Services Development Officer

**Branch**

Community Services

**Reports to**

Manager – Community Services

**Award**

Social, Community, Home Care and Disability Services Award 2010 (SCHADS)

**Level**

4.1

**Term**

6 months, fixed term

**Benefits**

- Salary packaging
- Paid bonus leave during summer closure
- Access to EAP counselling
- Professional training and development
- Workplace flexibility

**Probationary period**

3 months

**Location**

You will be required to work at any Rainbow Region Kids service across the NSW Far North Coast, and may be required to work at Community Gateway office locations.

### Summary

The position will undertake the work collaboratively with the Childcare Coordinator in assisting our Educators to lead the development and implementation of an effective educational program in all Rainbow Region Kids services.

The Educational Leader will contribute to maintaining a safe, inclusive, and positive environment for all children and their families.

The position will act as a floater on the floor of Afterschool care programs and Vacation Care to support child ratio across the services and will provide guidance, instruction, and direction to the Supported Playgroup Facilitator.

## Selection criteria

### Essential

1. Relevant tertiary qualifications and/or 3 years' experience in a similar role.
2. Ability to develop a sound knowledge of the National Quality Framework (Laws, Regulations and Standards) for out of school care.
3. Knowledge of childhood development and program planning processes in accordance with Children's Services Regulations, the National Quality Framework (NQF) and the My Time Our Place Framework.
4. Demonstrated experience in developing, implementing, and delivering in-service training.
5. Demonstrated ability to mentor others.

### Additional requirements

1. Evidence of COVID vaccination.
2. A current NSW Drivers licence.
3. NSW Working with Children's Check.
4. Provide First Aid in an Education and Care Setting certificate.
5. Approved Child Protection certificate.

## Position 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.



## Key accountabilities

### Position accountabilities

- Create a safe, inclusive, and positive learning environment for all children and families
- Work across After School Care and Vacation Care to support child ratio across services.
- Undertake assessments of children enrolled with additional needs.
- Develop SIP plans for children with additional needs
- Collaborate with educators and provide curriculum, direction, and guidance
- Work collaboratively with the coordinator to support educators to effectively implement the cycle of planning to enhance programs and practices
- Develop, review, communicate and implement of an effective educational program in the service
- Ensure that children's learning and development are guided by the learning outcomes of the approved learning frameworks.
- Build the knowledge, skills and professionalism of educators.
- Build a culture of professional inquiry with educators, Assistant Coordinators and the Childcare Coordinator to develop professional knowledge and encourage reflection on practice to generate new ideas.
- Provide training to Assistant Coordinators and staff in supporting the children's needs.
- Identify training needs of the team and make recommendations to the Manager.
- Apply a community development approach by working closely with other services and support agencies we have existing connections with to promote the support available as part of a holistic approach.
- Develop relationships with prospective users of our services and other agencies, support parents experiencing vulnerabilities and with low system literacy to navigate the barriers around access to our service through various subsidies available to them.

- Create a safe, inclusive and positive learning environment for all children and families, ensuring that enrolments in our service are maintained.
- Conduct regular audits to ensure staff and children effectively utilise health and hygiene practices including meeting all regulations relating to food safety and preparation, medical management plans, risk management plans, policies, and procedures.
- Contribute, through the Manager, to the development of the service's policies.
- Provide and document regular supervision and support of the supported playgroup facilitator.

### Service accountabilities

- Accurately complete and maintain all comprehensive records, reports, client data, case notes and outcomes in accordance with Community Gateway's procedures.
- Provide monthly project reports incorporating findings, outcomes, and project recommendations.
- Perform other duties as directed by management.

### Professional accountabilities

- Actively participate in regular organisational supervision sessions.
- Meet agreed work plan and/or funding body targets.
- Actively participate in all team, branch and organisation-wide all staff meetings.
- Contribute to the development of Community Gateway, through participation in organisation-wide planning and review process, performance planning reviews and other activities, as required.
- Pursue new skills and knowledge for personal and organisational development.
- Positively and constructively represent our organisation to external contacts at all opportunities.



**Many tracks, one road, sustaining community.**  
Northern Rivers Community Gateway

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