



Position description

OSHC Assistant Coordinator (Part Time)

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.



Position overview

Details

Position title

OSHC Assistant Coordinator

Branch

Rainbow Region Kids

Reports to

Manager – Community Services

Award

Children's Services Award 2010

Level

4

Term/Tenure

Ongoing (Permanent Part Time)

Benefits

- Salary packaging
- Paid bonus leave during summer closure
- Above-award parental leave
- EAP counselling
- Professional training and development
- Workplace flexibility

Location

Various Rainbow Region Kids services, including, Lismore, Wollongbar, Alstonville, Casino, Kyogle, Ocean Shores.

Probationary period

6 months

Summary

Rainbow Region Kids (RRK) Outside School Hours Care Centre (OSHC) provides National Quality Standard, Early Childhood Education and Care to school aged children incorporating My Time Our Place Framework.

The OSHC Educator will work as part of a team within our Children's Services programs, which are located at Lismore, Wollongbar, Alstonville, Casino, Kyogle, Ocean Shores, and other sites within the Northern Rivers area.

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 Children's Services Regulations, the National Quality Framework (NQF) and the My Time Our Place Framework.
6. Demonstrated experience in implementing quality improvement through and evaluating routines.
7. Ability to undertake computing tasks.

Desirable

1. Experience using the 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 COVID vaccination.

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

- 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.

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.

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CEO approval 1/9/2022
Position number