



Position description

Educator – Casual

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 *connection to community, progressive and planned growth and influence and leadership.*
- Our values are *integrity, respect, inclusion and compassion*

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 counselling.
- 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.
- Sexual and reproductive health clinic.

More details about our organisation and services can be found on our website nrcg.org.au.



Position overview

Details

Position title

Educator - Casual

Program

Rainbow Region Kids

Branch

Business Support

Reports to

Coordinator

Award

Children's Services Award 2010

Level

3

Term

Casual

Location

You will be required to work at any of our Rainbow Region Kids services across the Northern Rivers region during the course of your employment.

Summary

Rainbow Region Kids is an accredited outside school hours care program for school aged children across services at multiple locations.

Our educational programs are underpinned by the My Time Our Place learning framework.

Educators will work as part of the Children's Services team providing National Quality Standard early childhood education and care to school-aged children.

Selection criteria

Experience, skills and knowledge

Essential

1. Certificate III in Children's Services or completed 12 months employment at a children's services Level 1 or has relevant experience in a similar role.
2. Ability to gain knowledge of the National Quality Framework (Laws, Regulations and Standards) for out of school care.
3. Ability to work under supervision as part of a team.
4. Within a childcare setting, can interact and develop respectful relationships with children individually and in groups.
5. An ability to gain knowledge in child development and the link to structured and non-structured activities.
6. Ability to develop an awareness of the maintenance of health and safety of the children in a childcare setting.
7. An understanding of the My Time Our Place Framework.

Desirable

1. Experience using OWINA or other a childcare management systems.

Additional requirements

1. A current NSW Drivers Licence and access to a reliable vehicle.
2. Provide current/clear NSW Working with Children Check number.
3. Complete a national police check (or provide current clearance if dated within the last six months).
4. Current Provide First Aid in an Education and Care Setting certificate (or willingness to undertake).
5. Completion of current approved Child Protection course (or successfully complete the course before employment may commence).



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

- Work as part of a team of childcare educators across the Rainbow Region Kids children's program.
- Assist in the implementation of the children's programs under supervision.
- Assist in the implementation of daily care routines.
- Develop awareness of and assist in maintenance of the health and safety of the children in care. Provide each child with individual attention and comfort as required.
- Undertake hygienic handling of food and equipment and work in accordance with the food safety regulations.
- Assist to ensure a safe environment is maintained for staff and children.
- Work as part of a team to ensure all children are adequately supervised and are protected from harms and hazards.
- Record observations of individual children or groups for program planning purposes.
- Effective utilisation of approved digital apps and systems.
- Accurate health and safety record keeping via the OWNA and DoneSafe systems.
- Fulfil duties and obligations associated with mandatory reporting when required.

- Actively participate in all accreditation processes and other quality assurance activities of the organisation.
- Ensure Community Gateway policy and procedures, National Quality Framework and Regulations are adhered to.
- Perform other duties as directed by management.

Professional accountabilities

- Actively participate in regular organisational supervision sessions.
- Meet agreed work plan.
- 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.
- Participate in professional development opportunities as required and keep up to date with current industry trends, organisational policies and relevant legislation.
- Positively and constructively represent our organisation to external contacts at all opportunities.

Version V7

CEO approval: 20.03.2025

Position numbers: BS-EDC-001 to -030