



Position description

Assistant Coordinator – Mullumbimby

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

Assistant Coordinator – Mullumbimby

Program

Rainbow Region Kids

Branch

Business Support

Reports to

Coordinator

Award

Children's Services Award 2010

Level

4

Term

Permanent part-time

Probationary period

6 months

Location

Your position is primarily based at Rainbow Region Kids Mullumbimby however you will be required, at times, to travel across the Northern Rivers region during the course of your employment.

Please note mandatory staff meetings are held at 76 Carrington Street Lismore, NSW 2480.

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.

The Assistant Coordinator is placed as the person in day-to-day charge of the service in the absence of the Nominated Supervisor. The Assistant Coordinator is also delegated as the responsible person present at the service in consultation with the Deputy Coordinator/Coordinator.

The Assistant Coordinator is also appointed as the Food Safety Supervisor for the service.

Selection criteria

Experience, skills and knowledge

Essential

1. Diploma in Children's Services (or equivalent) and/or 3 years' experience working with school aged children.
2. Ability to work alone and unsupervised with individual children and groups.
3. Demonstrated ability to direct staff.
4. Demonstrated verbal and written communication in a range of contexts.
5. Knowledge and understanding of childhood development and programming for individual or groups of children.
6. An understanding of the NSW Education and Care Services National Regulations and Education and Care Services National Law, the National Quality Framework (NQF) and the My Time Our Place learning framework.
7. Demonstrated ability to observe and record individual children for the purpose of programming.
8. Ability to utilise digital and cloud-based systems.

Desirable

1. Experience using OWNA or other 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).



6. Current Food Safety Supervisor Certificate (or successfully complete within 30 days of commencing employment).
7. Willing to consent in writing to the roles of Responsible Person and person in day-to-day charge of the service.

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/Educational Leader prepare, implement and evaluate a developmentally appropriate program for individual children or groups.
- In consultation with the Coordinator and Deputy Coordinator, provide day to day responsibilities for the service and active supervision of school aged children (5-12 years) attending the service.
- Responsible for ensuring a safe environment is maintained for both staff and children.
- Identify and develop risk mitigation strategies relevant to your role and ensure this is documented in your agreed Work Plan.
- Work in accordance with food safety regulations.
- Direct educators, junior staff and students at the service in relation to program and service-related tasks.

- Point of contact at the service for families.
- Engage in critical reflection and assessment of children's learning to guide future programming.
- Develop, implement and evaluate daily routines.
- Ensure reflections are adequate and complete as per policy.
- Work as part of a collaborative team of Assistant Coordinators across the Rainbow Region Kids children's program to foster growth of the services.
- Effective utilisation of approved digital apps and systems.
- Accurate health and safety record keeping including documenting risk assessments, incidents and emergency and evacuation drills via the OWNA and DoneSafe systems.
- Fulfil duties associated with mandatory reporting when required.
- Utilise the OWNA app to record observations for individual children and groups of children to support planning and evaluation of developmental programs.
- Utilise all Community Gateway web-based systems for storing and recording data.
- Actively participate in all accreditation processes and other quality assurance activities of the organisation.
- Ensure all Community Gateway policies and procedures, National Quality Framework and Regulations are adhered to.
- Accurately complete and maintain all comprehensive records and reports, in accordance with Community Gateway's procedures.
- Tracking and recording of non-contact time as per current employment contract.
- 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 parents and carers at all opportunities.

Version 6

CEO approval: 20/03/2025

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