



## Position description

### OSHC Educator

#### 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**

OSHC Educator

**Branch**

Rainbow Region Kids

**Branch Manager**

Manager – Business Support

**Supervisor**

Coordinator – Rainbow Region Kids

**Award**

Children's Services Award 2010

**Level**

3

**Term**

Casual or Part Time

**Location**

Rainbow Region Kids services include Lismore, South Lismore, Wollongbar, Alstonville, Casino, Kyogle, Ocean Shores, Evans Head, Wardell, Coorabell, Mullumbimby, Blakebrook & Coffee Camp.

### Summary

Rainbow Region Kids OSHC Educators will work as part of the Children's Services team, delivering well-established child-centred services that provide National Quality Standard early childhood education and care to school-aged children.

### Essential

1. Certificate III in Children's Services Or completed 12 months at a Children's services Level 2 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. 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 the Xplor database
2. Current Provide First Aid in an Education and Care Setting certificate.
3. Current Approved Child Protection certificate.

### Additional requirements

1. A current NSW Drivers licence.
2. Current NSW working with Children's Check (prior to commencement).
3. Evidence of double 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

- Work as part of a team of Childcare educators across the RRK 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
- Give each child individual attention and comfort as required
- Work according to the centre or service's policies and procedures
- Undertake hygienic handling of food and equipment
- 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
- Ensure Northern Rivers Community Gateways policies and procedures, National Quality Framework and Regulations are adhered to.
- Perform other duties as directed by management
- 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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## 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.