



Position description

Assistant Coordinator – Ocean Shores

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.

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

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Position overview

Details

Position title

Assistant Coordinator – Ocean Shores

Branch

Rainbow Region Kids

Reports to

OSHC Coordinator

Award

Children's Services Award (CSA)

Level

4

Term

Permanent Part time

Probationary period

6 months

Location

Your position is primarily based at Evans Head, Rainbow Region Kids service but you will be required at times, to travel across the NSW Far North Coast region during the course of your employment. Rainbow Region Kids is delivered at 14 sites including Lismore, South Lismore, Wollongbar, Alstonville, Casino, Kyogle, Ocean Shores, Evans Head, Wardell, Coorabell, Mullumbimby, Blakebrook & Coffee Camp.

Programming hours and staff meetings are held at 76 Carrington Street Lismore, NSW, 2480.

Summary

Rainbow Region Kids is an accredited, well-established child-centred program that delivers before school care, after school care and vacation care services at 14 locations.

We deliver *national quality standard* early childhood education and care to school-aged children, incorporating the My Time Our Place framework.

The Assistant Coordinator leads the day-to-day operations of the service, including programming for the service and responsible for the children in their care.

Other responsibilities include supervision of educators, juniors, and students, provide training, guidance and fostering positive relationships with children and families attending the service.

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 up to 15 children.
3. Demonstrated supervision skills in an education setting.
4. Demonstrated experience communicating in a range of contexts.
5. Knowledge and understanding of childhood development and programming for children.
6. An understanding of Children's Services Regulations, the National Quality Framework (NQF) and the My Time Our Place Framework.
7. Demonstrated experience in implementing quality improvement through and evaluating routines.
8. Ability to undertake work via digital and cloud based systems.

Desirable

Experience using OWNA or other sector/industry applications.

Additional requirements

1. A current NSW Drivers licence and access to a reliable vehicle.
2. Provide current/clear NSW Working with Children's 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. Current Approved Child Protection certificate. (or willingness to undertake)
6. Current Food Safety Supervisor Certificate (or willingness to undertake)

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 OSHC Coordinator lead the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups.
- Demonstrate responsible supervision of up to 15 school aged children (5-12 years)
- Supervise educators, junior staff and students at the service.
- Communicate and provide appropriate support and information to families as required.

- Develop implement and evaluate daily routines.
- Work as part of a collaborative team of assistant coordinators across the RRK children's program to foster growth of the services .
- Ensure adherence to all Workplace Health & Safety legislation and Community Gateway's Workplace Health & Safety policies and polices
- Lead the effective utilisation of digital ap (OWNA) for the service, DoneSafe and other digital/cloud based programs that Community Gateway endorse
- Undertake appropriate risk assessments.
- Mandatory reporting when required
- Ensure all children are 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.
- Participate in accreditation processes and other quality assurance activities including the the Quality Improvement Program (QIP)
- Ensure all of Northern Rivers Community Gateways policies and procedures, National Quality Framework and Regulations are adhered to.
- Accurately complete and maintain all comprehensive records, reports, in accordance with Community Gateway's procedures.
- 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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