

# POSITION DESCRIPTION

<b>POSITION</b>	<b>POSITION NUMBER</b>
Supported Playgroup Facilitator	
<b>CLASSIFICATION</b>	<b>ANZSCO CODE</b>
Band 4	
<b>DEPARTMENT</b>	<b>DIVISION</b>
Family, Youth and Children's Services	Community Wellbeing
<b>AGREEMENT</b>	<b>LOCATION</b>
Ballarat City Council Enterprise Agreement No. 8, 2019	Parent Place, in-home visits, various

## Position Objectives

- Develop and facilitate developmentally and culturally appropriate, accessible playgroup sessions that meet the needs of pre-school aged children from diverse backgrounds, in line with the current Supported Playgroup Policy and Funding Guidelines.
- Provide learning opportunities consistent with the Victorian Early Years Learning Development Framework (VEYLDF, 2016) and utilising the *smalltalk* resources.
- Provide a nurturing, safe, stimulating, and secure environment for children and families.
- Support and encourage parent/carer involvement in playgroup activities and utilise in-home learning for eligible families to improve parenting confidence and build parenting capacity.

## Key Responsibility Areas

- With support from the Team Leader Supported Playgroups; develop, set up and facilitate *smalltalk* playgroup sessions for eligible participants as identified in the current Supported Playgroup Policy and Funding guidelines.
- Effectively engage and support families who meet the eligibility criteria and encourage participation in playgroup and support engagement in other early years activities.
- Develop and facilitate developmentally appropriate play experiences that meet the needs of children and families.
- Support families to access parenting information, other family support services and agencies within their community.
- Attend relevant professional development as required.
- Ensure playgroups operate in accordance with relevant guidelines and venue and safety requirements.
- Liaise with other professionals as required.
- Upload relevant data onto the database and provide regular reports to the Team Leader Supported Playgroups.
- Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.
- Contribute to the ongoing development of Council services through involvement in service promotion, service delivery initiatives and appraisal and review processes.

### *All Employees and Volunteers*

- Report hazards and incidents as soon as possible.

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- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.

REPORTS TO:	DIRECT REPORTS:
Team Leader Supported Playgroups	None
ORGANISATIONAL RELATIONSHIPS	
Internal: Coordinator Early Years Partnerships Family, Youth and Children's Services Engaged Communities Ageing Well Libraries and lifelong learning	External: Children and families/carers Child and family support services Community organisations Kindergartens Early Years Management services Playgroup Victoria Other stakeholders as required

## Accountability and Extent of Authority

- Responsible for facilitating playgroups and incorporating the *smalltalk* program in each session.
- Support children and families to connect with each other.
- Liaise with internal and external stakeholders and provide information regarding local early years services and activities.
- Work with case workers and family support services to provide wraparound support and warm referrals for families and carers.
- Perform all duties under the general supervision of the Team Leader Supported Playgroups within agreed timeframes.

## Judgement and Decision Making

- Advice and guidance of Team Leader Supported Playgroups and/or Coordinator Early Years Partnerships is always available.
- Make recommendations/suggestions to the Team Leader Supported Playgroups in relation to program delivery, equipment requirements and possible program improvements.
- Work independently and make decisions within defined roles and responsibilities with general guidance always available.

## Specialist Skills and Knowledge

- Demonstrated understanding of children's development, parenting and family functioning.
- Ability to develop programs, implement and model developmentally appropriate play experiences consistent with the VEYLDF within a playgroup setting.
- Previous experience engaging and working with parents and children.
- Ability to work collaboratively with community agencies.
- Knowledge and skills in group work and facilitation (face to face and online).
- Develop and implement strategies to support engagement, particularly with hard to reach families.

## Management Skills

- Ability to manage time, set priorities, plan and organise workload.

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- Ability to work independently and as part of a team.
- Innovative approach to program development.
- Ability to identify and manage risks in relation to occupational health and safety.
- Able to use own initiative, exercise appropriate judgement, and maintain high levels of personal motivation.

## Interpersonal Skills

- Non-judgmental and inclusive approach.
- Ability to identify, discuss and resolve problems within a group.
- Ability to engage, encourage and work collaboratively with families from diverse backgrounds.
- Well-developed oral communication.
- High level of skills to identify, discuss and resolve problems positively.
- Self-motivated and innovative.
- Ability to demonstrate integrity, responsibility, respect and innovation in all aspects of the position.

## Qualifications and Experience

- Supported Playgroup facilitators are required to have completed or be working towards completing a tertiary qualification in children's services, social work or equivalent at a Diploma level or above.
- Supported Playgroup Facilitators will be trained in *smalltalk*.
- Recent experience in working with pre-school aged children and their families.
- A current Victorian driver license.
- Working with Children Check

## SELECTION CRITERIA

- Qualifications and experience as listed above.
- Demonstrated ability to champion, model and promote corporate values.
- Demonstrated substantial experience working with families, children and early years agencies.
- Demonstrated knowledge of Victorian Early Years Learning and Development Framework including the implementation of Practice Principles and Learning Outcomes.
- Demonstrated experience planning, designing and delivering early years programs that engage children and families from diverse backgrounds.
- Effective verbal and written communication and interpersonal skills.
- Knowledge and understanding of health and safety issues relevant to work activities and work area, including child safety.

## ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:	Signature:	Date:
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*The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our*

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*employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.*