

# POSITION DESCRIPTION

<b>POSITION</b>	<b>POSITION NUMBER</b>
Supported Playgroup Facilitator	1716a
<b>CLASSIFICATION</b>	<b>LOCATION</b>
Band 4	Parent Place
<b>DEPARTMENT</b>	<b>DIVISION</b>
Family and Children's Services	Community Wellbeing
Ballarat City Council Enterprise Agreement No. 8 2019	

## Position Objectives

Supported playgroup facilitators, under supervision and working in conjunction with the Team Leader Supported Playgroups, are responsible for the delivery of *smalltalk* in supported playgroups and, more intensively, through an in-home support model for eligible families.

Supported Playgroups funded by DFFH and using the *smalltalk* model, aim to achieve the following outcomes:

- Disadvantaged children have improved learning, development and wellbeing outcomes through improved parent-child interaction in the early home learning environment.
- Parents develop their parenting skills and confidence to support their children's learning and development
- Families are supported to transition into other early years services or to more intensive early childhood or specialist services.
- Develop and facilitate developmentally, culturally appropriate and accessible playgroup sessions (in person and online) that meet the needs of pre-school aged children from diverse backgrounds, through identification, negotiation, relationship building and partnership in line with the current Supported Playgroup Policy and Funding Guidelines.
- Provide learning opportunities through supported playgroups and programs for children consistent with the Victorian Early Years Learning Development Framework (VEYLDF, November 2009) and utilising the *smalltalk* resources.
- Provide a nurturing, safe, stimulating and secure environment for children and families (both online and face to face)
- Support and encourage parent involvement in the playgroup activities inclusive of in-home learning 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 (both online and in person) for eligible participants as identified in the current Supported Playgroups 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 safety requirements.

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- 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.
- To contribute to the ongoing development of Council services by involvement in service promotion, service delivery initiatives and appraisal and review processes

REPORTS TO:	DIRECT REPORTS:
Team Leader Supported Playgroups	Nil
ORGANISATIONAL RELATIONSHIPS	
Internal: Coordinator Early Years Partnerships Family and Children's Services Engaging Communities Ageing Well Ballarat Library Services Youth Services	External: Children and families/carers Playgroup Victoria Child and family support services Kindergartens and Early Years Management services Other stakeholders as required

## ORGANISATIONAL RELATIONSHIPS

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for facilitating playgroups online and person and incorporating a *smalltalk* topic in each session
- Ability to support children and families to connect with each other
- Ability to 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 for families
- 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.

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## MANAGEMENT SKILLS

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

- Relevant qualifications as identified in the current Supported Playgroup Policy and Funding Guidelines.
- 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.