



POSITION DESCRIPTION

Supported Playgroup Facilitator

Incumbent:	Vacant
Department:	Maternal & Child Health
Location:	Grampians Community Health / Ararat North PS
Reports to:	Maternal & Child Health Nurse Coordinator
Supervises/manages:	Nil
Employment Status:	Part-time
Award Classification:	Band 5
Prepared by:	Human Resources Business Partner
Approved by:	Chief Executive Officer

Position Summary

The Victorian Government provides funding through the Department of Education and Training to provide Supported Playgroups for families experiencing disadvantage.

Supported Playgroups provide opportunities for eligible families to develop parenting skills and confidence to support their children's development. Supported Playgroups are for families with children aged birth up until they start primary school. In-home support is provided to families who meet additional criteria.

The responsibilities of this role include running Supported Playgroups (incorporating the Smalltalk program) and providing in-home support.

Supported playgroup facilitators are required to have completed, or be working towards completing, tertiary qualifications in early education and care services, social work or equivalent at Diploma level or above.

Key Responsibilities

- Effectively engage and support families who meet the eligibility criteria and encourage participation in supported playgroup experiences (incorporating the Smalltalk program).
- Effectively engage families and provide in-home support to those meeting additional criteria.
- Develop and facilitate developmentally appropriate play experiences that meet the physical and cultural needs of children whilst ensuring operation under relevant guidelines and safety requirements.
- Have flexibility, self-motivation, and a lateral approach to problem-solving and addressing challenging issues.
- Liaise with parent's case workers and other professionals as required.
- Provide regular reports and statistics as required.
- Promote a positive image of Council.
- Attend meetings, both internal and external, as required.
- Undertake transition planning with families, linking them to other relevant services and
- Participate in professional development, taking a proactive approach to continuous improvement.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and OH&S Policy.
- Observe all policies and procedures of Council.
- Any other duties as required within the scope of the position.



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Accountability & Extent of Authority

- Collect and provide data to the Maternal & Child Health Co-ordinator.
- Maintain all required paperwork including enrolment and attendance records.
- Maintain a high level of professional ethics at all times.
- Report hazards and incidents promptly.

Judgement & Decision Making

- Make recommendations concerning venue, equipment requirements and program improvements.
- Report concerns and/or support needs as required and appropriate in a timely manner.
- Guidance and advice are always available within time to make a choice.

Specialist Knowledge & Skills

- Ability to work collaboratively with various community agencies.
- Sound knowledge and skills in group work and facilitation.
- Ability to develop and implement problem-solving strategies to support regular attendance at supported playgroups.

Management Skills

- Ability to undertake a variety of tasks concurrently with minimal supervision and make decisions as appropriate given all information and within the authority of the position.
- Ability to self-manage time, set priorities, plan, and organise workloads.
- Ability to work independently and as part of a team.
- Demonstrate an innovative approach to program development and
- Able to use own initiative, exercise appropriate judgement, and maintain high levels of personal motivation.

Interpersonal Skills

- The proven ability to communicate effectively with a wide variety of people to gain the best outcomes for families is essential.
- The ability to support and promote a team environment with other employees.
- The ability to take clear and specific messages, and refer communications to the respective departments, ensuring follow-up as required.
- Demonstrate a non-judgemental and inclusive approach with families and other service providers.
- The ability to identify, discuss and resolve problems within a group and individual setting.
- Well-developed oral and non-verbal communication skills and
- Ability to demonstrate integrity, responsibility, respect, and innovation in all aspects of the position.

Qualifications & Experience

- The guidelines require that all Supported Playgroup Facilitators hold an appropriate qualification at a minimum of a Diploma level for the role in one of the following areas.
 - Early Childhood/ Education
 - Social Work or Community Services or
 - Health.
- Experience working with vulnerable families including outreach case management.
- Ability to develop and implement strategies to support regular attendance at Supported Playgroups.
- Experience with implementing the Smalltalk program would be desirable.
- A demonstrated knowledge and/or understanding of the causes of economic and sociocultural disadvantage and its impact on families and children.
- A demonstrated knowledge and/or understanding of the model and support developmentally appropriate for play experiences, and parent/child interactions at Supported Playgroups and during in-home support sessions.



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- Sound skills and knowledge of computer software including database management and programs within the Microsoft Office suite.
- A current Victorian Driver's Licence and Working with Children's check is essential.

Selection Criteria

1. Qualifications and experience relevant to the position.
2. Experience working with vulnerable families, including outreach case management.
3. Demonstrated ability to work collaboratively with various community agencies, groups, and individuals along with the ability to use different communication skills and methods.
4. Experience working with and/or an understanding of the Smalltalk program and/or the Victorian Early Years Learning and Development Framework.
5. Strong time management skills with an agile attitude towards work.

Position Approval

	Signed	Date
Acknowledged by Employee		
Approved by the Human Resources Business Partner		
Approved by the Chief Executive Officer		