



## **POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Supported Playgroup Facilitator
<b>AWARD CLASSIFICATION:</b>	Victorian Local Authorities Award 2001 – Band 5
<b>DIRECTORATE:</b>	Corporate and Community
<b>APPROVED BY:</b>	Director Corporate and Community
<b>Date:</b>	29 January 2018

### **POSITION OBJECTIVES:**

- To provide opportunities for eligible families to support their children's development.
- To support and advocate positive parenting behaviour and guidance strategies to support quality parent/child interactions.
- To facilitate supported playgroup activities which enhance parenting skills by promoting physical activity, cognitive stimulation, emotional well-being and social interaction and inclusion.

### **KEY RESPONSIBILITIES AND DUTIES:**

- Facilitate supported playgroups (incorporating the smalltalk program) and in-home support in accordance with the Victorian Early Years Learning and Development Framework including the Practice Principles and Learning Outcomes.
- Model and support developmentally appropriate play experiences and parent/child interactions at supported playgroups and during in-home sessions.
- Develop relationships with key local stakeholders and referral sources to develop referral pathways for families experiencing disadvantage.
- Working as part of a broader departmental team, identify opportunities for partnership projects with service providers, community groups and the State and Federal Governments to actively address barriers to accessing appropriate services in equitable ways.
- Facilitate the group interactions in a congenial and inclusive atmosphere to ensure respectful and stimulating relationships among participants.
- Monitor and provide feedback on participant satisfaction within the supported playgroup activities.
- Respond in a timely and appropriate way to group dynamics and individual issues.
- Undertake transition planning with families to link them into relevant early years services, community playgrounds and other community services such as libraries.
- Review the supported playgroup activities and associated programs in accordance with each participant's needs and report any changes or initiatives to Manager Community Wellbeing.
- Develop and implement strategies to support regular attendance at Supported Playgroups.

- Organise and set up the necessary equipment and resources within the workplace so that participants can undertake activity programs in a safe environment.
- Complete daily administrative tasks such as recording of client attendance and reporting of incidents.
- Maintain accurate records and information regarding supported playgroups as required by the employing organisation and funding body.
- Perform other duties that are aligned with employee's skills, competencies and training as required.

## **ORGANISATIONAL RELATIONSHIPS:**

Reports to:	Manager Community Wellbeing.
Supervises:	Nil.
Internal Relationships:	Councillors, Chief Executive Officer, Directors, Managers, Executive Managers and Council Staff.
External Relationships:	Community, State and Federal Government Departments, professional associations, contractors and consultants.

## **GUIDING PRINCIPLES:**

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

**Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.

**Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.

**Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.

**Selfless & Inclusive** – We take a "Shire First" approach and value the participation and opinion of all.

## **OCCUPATIONAL HEALTH AND SAFETY**

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.
- The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.

## **RISK MANAGEMENT**

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- The freedom to act is governed by clear objectives, and/or budgets, frequent prior consultation with more senior staff and a regular reporting mechanism to ensure adherence to plans.

## **JUDGEMENT AND DECISION MAKING**

- The objectives of the work are usually well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives.
- The work may involve solving problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.
- Guidance and advice is usually available within time to make a choice.

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Understanding of the long term goals of the unit in which they work and an appreciation of the long term goals of the wider organisation.
- Understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.
- Knowledge of early childhood and family support service systems and early childhood learning and development stages.
- Understanding of causes of economic and social disadvantage and its impact on families and children.

## **MANAGEMENT SKILLS**

- Skills in managing time, setting priorities and planning and organising one's own work.
- Understanding and an ability to implement basic personnel policies and practices including those related to equal opportunity, occupational health and safety and employees training and development.

## **INTER-PERSONAL SKILLS**

- Ability to gain cooperation and assistance from clients, members of public and other employees in the administration of well-defined activities and in the supervision of other employees where appropriate.
- Ability to write reports and to prepare external correspondence.
- Active listening skills including a proficiency in motivational interviewing techniques.

## **QUALIFICATIONS AND EXPERIENCE**

- Degree or diploma with little or no experience OR lesser formal qualifications with work skills and relevant experience.
- Tertiary qualifications in Early Childhood Teaching/Education, Special Education, Child Care, Social Work/Welfare, Child Psychology or relevant field.

## KEY SELECTION CRITERIA

### ***Essential***

- Tertiary qualifications in Early Childhood Teaching/Education, Special Education, Child Care, Social Work/Welfare, Child Psychology or relevant field.
- Excellent interpersonal skills including an ability to communicate respectfully and effectively with families using inclusive language.
- Active listening skills including a proficiency in motivational interviewing techniques as they relate to the delivery of group-based and individual programs.
- Proven experience working effectively with a diversity of stakeholders: government, non-government and community members.
- Proven organisational and time management skills.
- Knowledge of causes of economic and social disadvantage and its impact on families and children.

### ***Desirable***

- Experience working in a Local Government environment.

## TERMS AND CONDITIONS OF EMPLOYMENT

The Supported Playgroup Facilitator position is classified as a Band 5 within the Strathbogie Shire Council Enterprise Agreement 2015. The salary range for this position is within Band 5 plus 9.5% superannuation and Income Protection per annum commensurate with qualifications and experience. Normal hours are between 8.45am and 5.30pm with a 45 minute lunch break, Monday to Friday. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the Victorian Local Authorities Award 2001 and the Strathbogie Shire Council Enterprise Agreement 2015.

A six month probationary period applies.

## SIGNATURES

### **Employee**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### **Director Corporate and Community**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_