

Melton City Council

Supported Playgroup Facilitator

Position Description

PD: 00335

A vibrant, safe and liveable
City accessible to all

1. Position details

Position Title	Supported Playgroups Facilitator
Directorate	City Life
Service Unit/ Department	Child, Family and Youth
Position Classification	Band 5
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Playgroups Supervisor
Supervises	Nil
Internal liaisons	• Child, Family and Youth service staff • Other Council departments
External liaisons	• Government agencies • Playgroup Victoria • Parenting Resource Centre • Other relevant agencies and networks • Local families and children • Community Playgroups

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each



employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Engage and support eligible families with children aged 0 to 5 years to develop parenting skills and confidence to support their child/ren's development
- Work together with Playgroups Supervisor to plan, facilitate and evaluate supported playgroups and in home support.

5. Key responsibility areas

- Plan, facilitate and evaluate supported playgroup in accordance with Department of Families, Fairness and Housing Supported Playgroups guidelines incorporating the *smalltalk* program and in-home support.
- Raise awareness of supported playgroups across the local community and service systems, including assisting in the recruitment and referral of families.
- Support families to engage in activities with their children, using the *smalltalk* resources, role modelling and other evidence-based approaches.
- Undertake connection planning with families to link them into relevant networks to enhance their parenting skill and confidence
- Liaise, network and work in partnership with internal and external stakeholders to develop referral pathways.

6. Accountability and extent of authority

- Support families experiencing vulnerability and disadvantage, as well as families identifying as Aboriginal and/or Torres Strait Islander or from a Refugee and Asylum Seeker background, to engage in the supported playgroups, in-home support sessions and other relevant community services programs, subject to regular reporting.
- Plan for, facilitate and evaluate weekly supported playgroup sessions in accordance with funding guidelines and budgets.
- Attend the homes of families experiencing disadvantage to deliver in-home support sessions, implementing a proactive risk management approach, accountable for the quality and effectiveness.
- Maintain accurate records and information with regular reporting regarding Supported Playgroups as required by Council and funding body.
- Maintain a high level of confidentiality and meet privacy standards with all stakeholders.
- Ensure compliance with the provisions of Occupational Health and Safety regulations at all times, also accountable for the safety and security of the assets being managed.
- Exhibit a strong dedication to Occupational Health and Safety (OHS) accountability by adhering to pertinent OHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

7. Judgement and decision making

- Problems of day to day operational matters of the program are often of a complex or technical nature with solutions not related to previously encountered situations, exercise independent judgement to make decisions and resolve issues. .
- Make recommendations with some creativity and originality for changes, new initiatives or improvements to existing services delivery within program guidelines and in consultation with Playgroups Supervisor.
- In conjunction with Playgroup Supervisor, participate in ongoing planning, development and implementation of service policies and procedures.
- Guidance and counsel may be available within the time available to make a choice.

8. Specialist skills and knowledge

- Ability to effectively facilitate supported playgroups and in-home support to provide developmentally appropriate play experiences that promote learning and understanding of the function of the position within its organisational context.
- Knowledge and understanding of the developmental stages of children aged 0 - 5 years, play based learning, early childhood development and family support service and understanding of relevant policies, regulations and precedents.
- Knowledge of the causes of economic and sociocultural disadvantage and its impact on children and understanding of the long-term goals of Child, Family and Youth unit.
- Knowledge and understanding of delivering group-based and individual programs, also understanding of role and function of the senior employees to which they provide support.
- Experience delivering culturally responsive services and understanding of relevant precedents.
- Skills to communicate respectfully and effectively with a broad range of individuals and organisations.
- An understanding of basic administrations and data reporting systems (e.g. Microsoft Office, internet and email).

9. Management skills

- Skills in managing time, setting priorities and planning and organising one's own work and that of supervised employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Implement basic personnel policies and practices including those related to equal employment opportunity, occupational health and safety and employees training and development.
- Need to be flexible with working hours due to the nature of the Supported Playgroup program and the availability of venues to run groups each year.

10. Interpersonal skills

- Highly developed communication skills that demonstrates effective active listening, including written and verbal presentation skills to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities.
- Work cooperatively with parent and caregivers of young children from a diverse range of backgrounds and with complex needs in a group setting.

- Engage and establish trust with families experiencing disadvantage and resource a variety of strategies to encourage attendance and participation in playgroup and in-home support sessions.
- Represent and actively participate within identified Council direction and relevant meetings, forums and groups to prepare external correspondence of a routine nature.

11. Qualifications and experience

- A minimum diploma level qualification in early childhood, community services, education, health, social work or related field with little or no relevant work experience, or through lesser formal qualifications with relevant work skills.
- 3 – 5 years experience working and developing partnerships with families with young children, including those who are experiencing disadvantage.
- Knowledge of the Victorian Early Years Learning and Development Framework (VEYLDF) and the Early Years Learning Framework for Australia (EYLF), including the Practice Principles and Learning Development Outcomes
- Willingness to participate in professional development and take a proactive approach to continually improving skills and abilities
- Current level 2 First Aid Certificate
- Valid Working with Children Check.
- Current valid Victorian Drivers Licence.
- Ability to obtain valid police clearance.

12. Key Selection Criteria

1. A minimum diploma level qualification and experience in early childhood, community services, education, health, social work or related field with little work experience.
2. Relevant experience in working with families with young children, including those who are experiencing disadvantage, with experience working with Aboriginal and/or Torres Strait Islander and/or from a Refugee and Asylum Seeker background being an advantage.
3. Ability to assist in the development and implementation of strategies to engage families and provide support in a variety of settings, including in-home support, and through the attendance of supported playgroups.
4. Valid Working with Children Check.
5. Current valid Victorian Drivers Licence.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Manager Child Families &
Youth

June 2024

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date

