

# Position Description

<b>Title</b>	Supported Playgroup Facilitator (Small Talk)
<b>Business unit</b>	Children, Youth & Families
<b>Location</b>	126 Raymond Street, Sale
<b>Employment type</b>	1x Full time   Ongoing 1x Part time (38 hours per fortnight)   Maximum term until 30 June 2023
<b>Reports to</b>	Manager Children, Youth & Families

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We have been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We are there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We are proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice  
**Our values:** We are imaginative, respectful, compassionate and bold

## 1. Position purpose

The Supported Playgroup Facilitator (Small Talk) facilitates 'Small Talk' Playgroups in designated communities, establishes relationships with participants and offers in home support to vulnerable families. This position will need to engage isolated and disadvantaged families; maintain the attendance of participants in the groups; provide developmental play experiences using the Small Talk framework for children; and increase parent confidence, capacity and connectedness to the community.

## 2. Scope

**Budget:** Nil

**People:** Nil

## 3. Relationships

### Internal

- Early Years Development Team

## Position Description

### Supported Playgroup Facilitator (Small Talk)

- Integrated Family Services Team
- Manager – Children, Youth & Families
- Uniting Gippsland Staff

#### External

- Department of Families, Fairness, and Housing (DFFH)
  - Wellington Shire Council
  - Local Primary Schools and Kindergartens
  - Day Care Centres
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## 4. Key responsibility areas

### Service delivery

- Deliver Small Talk playgroups to families with children aged 0-5 and psychosocial activities in highly accessible community settings
- Implement a play-based learning environment responsive to children's interests, strengths, and abilities
- Provide in home support to families using the Small Talk principles
- Ensure a high degree of parental involvement and ensure parents' and children's experiences are enriching and culturally sensitive
- Gain cooperation and assistance from families to engage in the program
- Implement effective active listening skills and effective interpersonal communication skills
- Plan, deliver and evaluate playgroup sessions including implementing evidence- based parenting strategies
- Follow up families who stop attending Playgroups to address any barriers to participation
- Work in collaboration to undertake transition planning with families to link them into relevant early years services, community playgroups and other community services such as libraries
- Ensure that the environment is safe, supportive, stimulating and educational for children and families
- Respond appropriately and consistently to cultural background, children's additional needs and requirements (e.g. developmental, diet/allergies)
- Ensure a high standard of hygiene is maintained in compliance with Uniting and the service's policies and procedures
- Support each child to manage their behaviour and encourage this with positive behaviour guidance strategies
- Role model positive interactions and behaviour guidance strategies
- Support families and respect child rearing practices and beliefs, contributing to an effective partnership
- Create a safe, supportive, and informative environment for families

### Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks

### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us
- Ensure appropriate use of resources
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace

## Position Description

### Supported Playgroup Facilitator (Small Talk)

- Identify opportunities to integrate and work collaboratively across teams
  - Take reasonable care for your own health and safety, and health and safety of others (to the extent required)
  - Promote a positive safety culture by contributing to health and safety consultation and communication
  - Promptly respond to and report health and safety hazards, incidents and near misses to line management
  - Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position
  - Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people
  - Declare any potential or actual conflict of interest that you become aware of through the course of your engagement based on a relationship with a current member of Uniting's workforce or based on your ongoing work with another organisation
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### 5. Performance indicators

- Ensure all administrative and reporting requirements of the program are completed and submitted to the relevant organisations within the appropriate timeframe
  - Use principles of best practice to provide an innovative and responsive program
  - Maintain current and accurate records and statistical information
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### 6. Person specification

#### Qualifications

- Post-secondary qualifications in Early Childhood Development

#### Experience

- Delivery of Playgroups using evidence-based frame work
- Demonstrated ability to participate in a multi-skilling learning environment and a self-managed program
- Demonstrated ability to relate positively to a large range of people from diverse backgrounds.
- Demonstrated understanding of positive parenting practices
- Ability to model positive behaviour management strategies to parents
- Ability to access appropriate referral sources for parents and children

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
  - Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect
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### 7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working with Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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