



POSITION DESCRIPTION

Position	Playgroup Support Worker	Position Number	Wst094
Reports to	Team Leader Education and Early Years	Direct Reports	Nil
Status	Ongoing	Time Fraction	Full time – 38 hours
Award	SCHADS Level 3	Location	VACCA Melton & Werribee

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

VACCA's playgroups are accessible to all children and families in our community, providing a culturally safe space for vulnerable families to engage in activities alongside Aboriginal community members, whilst also providing a safe and supportive space for mentoring and peer support. The playgroups focus on intentional learning and play, promoting positive parent-child interactions and enhancing parental skills. Key objectives include supporting child development and school readiness, nurturing cultural knowledge and identity, and encouraging the participation of Elders, community members, and artists to strengthen cultural connections. The role also involves providing information on relevant services, such as Maternal and Child health, while affirming Aboriginal child-rearing practices. This position has been established to ensure the delivery of high-quality playgroup services in the Western region.

KEY RELATIONSHIPS

Internal: Community Engagement Programs and all other programs within VACCA



External: Community Engagement advisory group, Government bodies, KESO's, Maternal and Child Health Services, Early Start Kinder, NDIS providers, Community services organisations within each region, Local Councils within each region and Health Services.

KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated commitment and understanding for the values that underpin VACCA' vision and purpose
- Strong knowledge and understanding of Aboriginal and Torres Strait Islander culture and values
- Ability to work respectfully and competently with Aboriginal and Torres Strait Islander children, families and community
- An understanding of developmental milestones and domains of children
- Demonstrated experience collaboration with Aboriginal organisations, government departments and community service organisations and ability to cultivate relationships with diverse stakeholders to achieve mutually beneficial outcomes.
- Demonstrated well developed interpersonal skills including written and verbal communication skills
- Proven ability to work effectively as part of a team and willingness to participate in training programs and supervision
- Competence in facilitating group sessions with children and families
- Flexibility to work varied hours

DESIRABLE

- Knowledge in, or capacity to acquire skills in Early Childhood Education, and remain up to date in relation to Early Childhood theories, and legislation.
- Experience or formal qualifications in Childcare are beneficial. Candidates should be willing to pursue a Diploma or relevant training in Children's Services, which will be supported by VACCA.

REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence, a current employment Working with Children Check card and a clear National Police Check.

POSITION ACCOUNTABILITIES



KEY RESPONSIBILITIES

- Provide a culturally safe playgroup environment for Aboriginal and Torres Strait Islander families and their children.
- Assisting in planning and facilitating supported playgroups within the Aboriginal community in the Western Metropolitan region.
- Implementing session plans and work plans effectively.
- Clearly articulating Early Childhood Development milestones and domains to parents and caregivers.
- Participating in playgroup preparation, including setup, meal planning, and cleanup.
- Attending meetings related to childcare, kindergarten, and school.
- Engaging with Aboriginal Elders regarding cultural components of the program.
- Incorporating Aboriginal and Torres Strait Islander activities, music, dance, and stories into the program.
- Providing parenting support and guidance on education, behaviour management, routines, child development, and household management where needed.
- Assisting families in accessing Emergency Relief support when needed.
- Referring families to internal VACCA programs and external services based on assessed needs.
- Transporting families to and from playgroup when requested.
- Participating in training sessions, team meetings, and case plan meetings as required.
- Implementing Cultural Therapeutic practices in daily interactions with families and children.
- Engaging in regular supervision and reflective practice.
- Collaborating professionally with all alliance partners and VACCA programs.
- Contributing to community development initiatives, program projects, and VACCA-led events.
- Being available for occasional work outside of standard business hours, including outreach services to families.
- Networking with community agencies and organisations.
- Maintaining accurate case noting records and documentation.
- Participating in additional training as needed.
- Attending community events in a professional capacity as required.
- Performing other duties as necessary to support the Playgroup program, Community Engagement program and community needs.

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.



VACCA
Connected by culture

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day-to-day work to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

OTHER

VACCA's Supported Playgroups operate within the Western Metropolitan region of Melbourne, specifically serving the Brimbank-Melton and Western Melbourne catchment areas. These playgroups create culturally safe environments that foster connections among families, children, and their cultural heritage. The playgroup team is dedicated to advocating for the cultural rights and development of all Aboriginal and Torres Strait Islander children and families in the Western community.

ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.

This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 2) level which requires mandated MARAM Family Violence Screening & Identification training and VACCA MARAM Identification responsibilities.