



## POSITION DESCRIPTION

<b>JOB TITLE</b>	Early Childhood Playgroup Project Worker
<b>REPORTS TO</b>	Project Coordinator
<b>TENURE</b>	15 hours per week
<b>LOCATION</b>	Bushfire affected areas of Victoria
<b>RENUMERATION</b>	Dependent on qualifications and experience

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### FUNCTIONS

1. Fulfil the role of Early Childhood Playgroup Worker
2. Implement municipality project plans
3. Direct service delivery

### ROLES AND RESPONSIBILITIES

- 1. Fulfil the role of Early Childhood Playgroup Project Worker**
  - 1.1. Adhere to philosophy and code of conduct of Playgroup Victoria
  - 1.2. Be thoroughly informed on all matters related to playgroups including playgroup management, the value of play and quality playgroup experiences for parents, caregivers and children
  - 1.3. Proactively promote Playgroup Victoria membership, products and services
  - 1.4. Maintain regular contact and liaison with coordinator
  - 1.5. Participate and contribute in staff and team meetings
- 2. Implement municipality project plans**
  - 2.1. Work cooperatively with other Playgroup Victoria staff, including Bushfire project workers
  - 2.2. Work cooperatively with LGA staff, playgroup leaders and families
  - 2.3. Assess needs of municipalities, key stakeholders and individual playgroups to provide resources and support
  - 2.4. Maintain appropriate records
  - 2.5. Support evaluation process
  - 2.6. Undertake other tasks as requested by coordinator
- 3. Service delivery**
  - 3.1. Build trust and consistent relationships with parents/carers and children.
  - 3.2. Demonstrate and offer advice on implementing suitable play experiences in line with family expectations needs and children's developmental needs.
  - 3.3. Model and encourage appropriate behaviour guidance for children
  - 3.4. Engage and support families and their children so that they can enjoy a safe and supportive playgroup experience

- 3.5. Empower families to self manage their playgroup through support, modelling and transference of skills.
- 3.6. Identify, source and/or develop play resources
- 3.7. Model adult / child play partnering through quality play ideas and experiences for 0-5 year olds
- 3.8. Interact with children to encourage play
- 3.9. Assist with planning and facilitating community play days
- 3.10. Drive bushfire playgroup van
- 3.11. Unpack and pack up play experiences from playgroup van using appropriate manual handling practices

## **PERFORMANCE INDICATORS**

### **1. Fulfil the role of Early Childhood Playgroup Project Worker**

- 1.1. Level of cooperation and connections with all stakeholders
- 1.2. Knowledge of playgroup issues and ability to communicate issues that affect positive change within designated playgroups

### **2. Coordinate individual playgroup programs**

- 2.1. Proven assessment of needs of individual playgroups to provide resources and referral
- 2.2. Frequency and number of playgroup visits delivered within individual playgroup plan
- 2.3. Delivery of resources required as indicated through individual playgroup assessments
- 2.4. Appropriate level of program record keeping
- 2.5. Level of cooperation with project coordinator, other development workers, playgroup leaders and families
- 2.6. Appropriate level of assistance given to playgroups

### **3. Service delivery**

- 3.1. Maintain appropriate levels of resources within the playgroup van
- 3.2. Proven use of Playgroup Victoria risk management procedures
- 3.3. Proven delivery of quality play experiences
- 3.4. Demonstrated delivery of referrals for individuals and playgroups as appropriate

## **SPECIALISED JOB KNOWLEDGE - DEMONSTRATED ABILITY SELECTION CRITERIA**

- SC1. Tertiary qualifications or considerable experience in early childhood, community development, or social work
- SC2. Sound knowledge of the benefits of playgroup
- SC3. A demonstrated ability and affinity to work within a team to achieve the project goals
- SC4. A sound ability to plan, implement and evaluate
- SC5. Strong reporting skills
- SC6. Experience in working with families with young children including Indigenous families
- SC7. Experience in networking as a professional on behalf of parents and children
- SC8. Excellent interpersonal skills and an ability to interact and communicate with people from varying social contexts, and other professionals in the field
- SC9. Ability to work as a team
- SC10. Familiarity with Microsoft Word and Outlook