



POSITION DESCRIPTION

JOB TITLE	Yarra Ranges Community Development Worker
REPORTS TO	Project Coordinator
TENURE	15 hours per week
LOCATION	Bushfire affected areas of Victoria
RENUMERATION	Dependent on qualifications and experience

FUNCTIONS

1. Fulfil the role of Yarra Ranges Community Development Worker
2. Implement municipality project plans
3. Direct service delivery

ROLES AND RESPONSIBILITIES

- 1. Fulfil the role of Yarra Ranges Community Development 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. Engage and support families and their children so that they can enjoy a safe and supportive playgroup experience
 - 3.3. Create ways to involve and engage the whole family, particularly fathers
 - 3.4. Help families to connect with other community parenting services e.g. Maternal and Child Health, as opportunities arise
 - 3.5. Work with identified community agencies to identify new opportunities to develop new community playgroups

- 3.6. Undertake strengths based and sustainability assessment of groups
- 3.7. Promote playgroups to families and build parental skills and capacity to transition to parent run community playgroups
- 3.8. Provide resources and referrals for individuals and playgroups within the program
- 3.9. Model adult / child play partnering through quality play ideas and experiences for 0-5 year olds
- 3.10. Interact with children to encourage play
- 3.11. Assist with planning and facilitating community play days
- 3.12. Drive bushfire playgroup van
- 3.13. Unpack and pack up play experiences from playgroup van using appropriate manual handling practices

PERFORMANCE INDICATORS

1. Fulfil the role of Yarra Ranges Community Development 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