

POSITION DESCRIPTION

Position	Playgroup Facilitator	Position Number	
Reports to	Team Leader - Playgroups	Direct Reports	Nil
Status	Fixed term – 12 months	Time Fraction	Full Time
Award	SCHADS Level 2-3	Location	Dandenong and Frankston

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

This role has a dual focus working with families and children to promote early years education, enabling vulnerable children to meet their ages and stages milestones and as part of the team for the planning, coordinating and facilitating playgroups in the South.

KEY RELATIONSHIPS

Internal:	Other programs across Southern VACCA
External:	Aboriginal Community Controlled Organisations, Maternal and Child Health services, Community Service Organisations

KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated commitment and understanding for the values that underpin VACCA' vision and purpose.
- Awareness and appreciation of Aboriginal societies and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
- An ability to work in a culturally respectful and competent manner with Aboriginal children, their families and communities to ensure that cultural connections are fostered and maintained.
- An understanding of developmental milestones for children

- An ability to work effectively with Aboriginal organisations, government departments and community service organisations.
- Well-developed written and oral communication skills and the ability to prepare reports,
- A proven ability to work as part of a team,
- An ability to plan, coordinate and facilitate group sessions with families and children.
- A willingness to participate in training programs and in supervision

REQUIREMENTS

- Minimum certificate 3 in Early Years Education or willingness to obtain and commence within 3 months of employment.
- Where a qualification have not commenced or completed, salary will be fixed at Award Level 2 until successful completion
- 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

SERVICE DELIVERY

- Assisting in the planning and running of culturally safe supported playgroups within the Aboriginal community in the Southern metropolitan region of Melbourne focusing on but not limited to:
 - o implementation of session plans and work plans
 - o intentional based learning and play;
 - o facilitating positive parent-child interactions and parental skill development; supporting child development and school readiness;
 - o developing cultural knowledge and identity of children and families;
 - o participation of Elders, Community members and artists to develop strong connections to culture and Community.
 - o ensuring that Aboriginal activities, music, dance and stories are incorporated into the program
 - o providing information about services including maternal child health; and
 - o affirming Aboriginal childrearing practices.
 - o supporting the transport needs of playgroup participants when necessary
- Participating in planning and preparation for playgroups, including setting up and packing down, meal planning and cooking.
- Ensuring parent recruitment, participation and interaction in the activities, including assertive outreach to clients if required
- Understanding of and ability to articulate early childhood development to parents and carers.
- Liaising and consulting with the program Team Leader about any issues of concern regarding child development and program planning
- Referral families to other VACCA programs
- Liaise with other VACCA programs families are already connected with.

- Work in a professional manner with families and clients.
- Being available to attend Community events in a work capacity, occasionally outside of work hours.

ADMINISTRATION

- Accurate record keeping, including case notes, completed forms and reports as required according to program guidelines and agency registration obligations.
- Case management and maintenance of client files in line with legislative and policy requirements
- Maintain accurate statistical data using data systems as required by VACCA and DFFH
- Suggest system improvements and provide feedback as appropriate.
- Document meetings.
- Participate in supervision.

RELATIONSHIP MANAGEMENT

- Attend and actively contribute to regular team meetings and other forums.
- Networking with Community agencies and organisations
- Engaging and consulting with Aboriginal Elders regarding the cultural components of the program

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.

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

- Participate proactively in team project initiatives.
- Support other team members in periods of high demand and during periods of absence.
- Participate in project groups and attend events.
- Undertake other duties as directed.

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 responsibilities.