

POSITION DESCRIPTION

Position	Playgroup Facilitator	Position Number	TBC
Reports to	Team Leader	Direct Reports	N/A
Status	Ongoing	Time Fraction	Full-time
Award	SCHADS 3.1- 3.4	Location	Preston

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 available to all children and families in our Community and provide a culturally safe place for vulnerable families to participate in activities with their children alongside strong Aboriginal Community members. They also provide a supportive place of mentoring and peer support. VACCA's playgroups focus on: intentional based learning and play; facilitating positive parent-child interactions and parental skill development; supporting child development and school readiness; developing cultural knowledge and identity of children and families; participation of Elders, Community members and artists to develop strong connections to culture and Community; providing information about services including maternal child health; and affirming Aboriginal childrearing practices

KEY RELATIONSHIPS

Internal: All VACCA internal programs.

External: Aboriginal Community Controlled Organisations, Maternal and Child Health services, Community Service Organisations

KEY SELECTION CRITERIA

ESSENTIAL

- A sound knowledge and understanding of Aboriginal culture and values and the ability to effectively communicate with 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 facilitate group sessions with families and children.
- A willingness to participate in training programs and in supervision.
- An ability to work flexible hours.
- Commitment to VACCA's vision and purpose

QUALIFICATIONS

- Qualifications within the Early Years Sector/ Childcare
- Diploma in Community Services.

REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence; a current employment Working with Children Check card and a National Police Check.
- Current COVID-19 vaccinations (minimum two doses and booster shot before commencement)

POSITION ACCOUNTABILITIES

- Assisting in the planning and running of culturally safe supported playgroups within the Aboriginal community in the Western metropolitan region of Melbourne
- Implementing session plans and work plans
- Understanding of and ability to articulate early childhood development to parents and carers-
- Participating in planning and preparation for playgroups, including setting up and packing down, meal planning
- Engaging and consulting with Aboriginal Elders regarding the cultural components of the program
- Ensuring that Aboriginal activities, music, dance, and stories are incorporated into the program.
- Ensuring parent recruitment, participation, and interaction in the activities, including assertive outreach to clients if required
- Supporting the transport needs of playgroup participants when necessary
- Liaising and consulting with the program Team Leader about any issues of concern regarding child development and program planning
- Participating in Western VACCA's programs and goals
- Maintaining records
- Networking with Community agencies and organisations
- Participating in further training as considered appropriate.
- Being available to attend Community events in a work capacity, occasionally outside of work hours.

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.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.
- 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.
- Generate general and specific communication to stakeholders via effective and timely use of Staff

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 1 & 2 level which requires mandated MARAM Family Violence Screening & Identification training and responsibilities.