

# Position Description

<b>Title</b>	Playgroup Facilitator Bushfire Recovery Program
<b>Business Unit</b>	Children, Youth and Families
<b>Location</b>	As per employment agreement
<b>Employment type</b>	As per employment agreement
<b>Reports to</b>	Team Leader Bushfire Recovery Program

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

### 1. Position purpose

The playgroup facilitator will be part of a team that will support the delivery of trauma-informed playgroups for families and young children in bushfire affected areas and will support with addressing gaps in psychosocial support.

By offering a safe and structured space to reconnect in trauma-informed playgroups, this program will help bushfire-affected families with young children to restore a sense of safety and stability in their homes. Evidence-based interventions will be chosen via a service menu to respond to localised recovery needs of each community

### 2. Scope

**Budget:**

*nil*

**People:**

*nil*

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## 3. Relationships

### Internal

- Team Leader and Senior Manager
- Uniting employees, students and volunteers
- Preschool Field Officer
- Uniting managed kindergartens, occasional care and long day care services

### External

- Families and children
  - Early Years Management Services
  - Kindergartens
  - Maternal and Child Health
  - Child Care Centres
  - Occasional Child Care Services
  - Local Councils as required
  - Local agencies as required
  - Department of Education and Training
  - Department of Families, Fairness and Housing
  - A range of organisations that have expertise for families
  - Playgroup Victoria
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## 4. Key responsibility areas

### Service delivery

- Connect families with children aged 0-5 years old into trauma-informed playgroups and psychosocial activities delivered in highly accessible early learning and community settings
- Deliver trauma-informed interventions to aid recovery of young children (0-5 years) and their parents
- Provide trauma-informed training and professional support to community services regularly engaging with young children
- Co-ordinate the supported playgroup experience to ensure a high degree of parental involvement and ensure parents' and children's experiences are enriching and culturally sensitive
- Gain cooperation and assistance from families to help connect and retain families in the program
- Implement effective active listening skills and effective interpersonal communication skills
- Undertake transition planning with families to link them into relevant early years services, community playgroups and other community services such as libraries.

### Administration

- Work unsupervised, manage time, set priorities and use resources to achieve goals and set timelines.
- Exercise own initiative, exercise appropriate personal judgment and maintain high levels of personal motivation
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### Quality and risk

- Ensure all equipment is well maintained and hygienic

### People and teams

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- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Develop and maintain effective relationships with key stakeholders including children, families, community service organisations, relevant professionals and government officials.

#### Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.

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## 5. Person specification

### Qualifications

- Diploma in Children's Services, Community Services or equivalent

### Experience

- Demonstrated understanding of child development and play-based learning
- Previous professional experience working with disadvantaged families and diversity
- Knowledge and understanding of the Victorian Early Years Learning and Development Framework including the Practice Principles and Learning Outcomes and Early Childhood Learning and Development stages
- Understanding of and skills in group facilitation and supporting a learning environment
- Ability to establish trust with vulnerable families and engage in a variety of strategies to encourage attendance and participation of group sessions
- Good practice and responsibilities around keeping children safe
- Sound communication skills, both written and verbal
- Ability to competently undertake computer-based work with a sound knowledge of Microsoft programs

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#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values respect the uniqueness and value of every individual; establish and maintain right relationships that enable people to be influential in their own support arrangement and ensure they are treated with dignity and respect; build on strengths and abilities of all; demonstrate transparency and accountability
- **Consumer Centeredness** – foster, promote and implement a culture that keeps consumers at the centre of everything we do; demonstrates an awareness of and prioritises the needs of consumers; focuses on optimal outcomes for consumers
- **Stakeholder Relationships** – Strong negotiation and influencing skills; ability to engage, build and maintain strong, mutually beneficial relationships with stakeholders; track record of being able to sustain positive, collaborative and effective relationships; capacity to position Uniting as a trusted advisor to peak bodies and key stakeholders in the sector including government and funding bodies; promotes harmony and consensus through diplomatic handling of disagreements; builds trust through consistent actions, values and communication
- **Communication** – Strong and clear communication skills with the ability to build positive professional relationships with key internal and external stakeholders; excellent interpersonal skills; high level written and verbal communication skills; ability to conduct presentations; ability to prepare high quality business cases and reports
- **Administrative skills:** Excellent organisational skills; High level of attention to detail and accuracy; experience in handling sensitive information and maintaining privacy; knowledge of Client Management Systems / Databases or the ability to quickly develop competency in use of such systems; high level computer literacy skills including demonstrated experience in Microsoft Office; well-developed literacy and numeracy skills

#### Other Requirements

- Legal eligibility to work in Australia
- Current Australian Driver's License
- A satisfactory national police records check is a condition of this position and is repeated every three years and International police check if required
- Current working with Children check (Victoria)
- Compliance and understanding/familiarity with organisational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health and Safety)

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## 6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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**7. Acknowledgement**

**I have read, understood, and accepted the above Position Description**

**Employee**

Name:

Signature:

Date: