

PLAYGROUP FACILITATOR POSITION DESCRIPTION

Position Title:	Playgroup Facilitator
Program:	Zoe Support Australia Supported Playgroup
Duration:	Part time fixed term position 0.2 FTE 12 month contract with potential to move to ongoing dependent on funding
Supervisor	Zoe Support Australia CEO or Case Management Team Leader
Direct Reports	Supported Playgroup Volunteer Team
Qualifications	<p>A relevant certificate in Early Childhood Education & Care or Community Services is essential. Consideration may be taken for those applicants with proven experience as a Playgroup Facilitator or other early years program facilitation.</p> <p>Currently hold or be willing to obtain before commencing:</p> <ul style="list-style-type: none"> ▪ <i>Provide First Aid in an Education and Care Setting</i> certificate (including anaphylaxis and emergency asthma management training) ▪ Food Handler's certificate ▪ Valid Working with Children Check clearance ▪ Nationally Coordinated Criminal History Check ▪ Accredited Child Protection/Mandatory Reporting Training
Location:	Mildura Local Government Area
Award:	Social, Community, Home Care and Disability Award (SCHADS) Level 2

ORGANISATION INFORMATION

Zoe Support Australia is a not-for profit, community-based organisation operating within the Mildura local government area, opening its first centre in 2013.

Zoe Support Australia's primary objectives are for young mothers to break cycles of welfare-dependence, strengthen mother-child relationships and increase family stability and

functioning, while improving mental health and physical wellbeing. This increases opportunities for engagement in education and employment.

Zoe Support has established four centres in the Mildura region. These innovative services are based on individual integrated intervention including:

- intensive casework by a team of qualified case managers
- Family Day Care provided by qualified early years educators onsite while parents attend school or programs
- study hubs
- life skills programs, such as health and wellbeing, positive parenting, birthing classes and antenatal consultations
- Social and Skills based programs, such as Creative Connections and Earth to Table cooking
- tutoring support provided by qualified teachers
- advocacy and referrals with valued partners in health, education, welfare and employment
- transport assistance with three butterfly buses transporting mothers and babies to and from education, medical, and other appointments
- peer mentoring
- Social programs and supported playgroup

We encourage and welcome applications from Aboriginal and Torres Strait Islander People.

Zoe Support Australia is committed to ensuring diversity and inclusivity are embedded throughout our organisation. We believe our people are our greatest asset and by supporting and incorporating their diverse talents, knowledge, perspectives and experiences, we can strengthen our relationships with the communities we work with.

POSITION PURPOSE

As the Playgroup Facilitator, you will be responsible for the organisation and management of the weekly supported Playgroup program. The aim of this program is to:

- Provide an essential first contact for mothers and children to access the other holistic services offered at Zoe Support
- Combat the social exclusion often experienced by young mothers, building relationships amongst mothers in similar situations and the volunteers who become mentors
- Engage with children in learning and play to increase socialisation

- Encourage engagement in further education and employment through connections formed at Playgroup to decrease welfare-dependency, Child Protection, family violence and homelessness
- Provide stimulating children's activities that meet the National Early Years framework, often based on seasonal themes, and encourage mother-child bonding

KEY ROLES AND RESPONSIBILITIES

- Design engaging children's activities and facilitate weekly supported playgroup at Zoe Support, including implementing strategies for modelling positive mother-child interactions
- Oversee playgroup volunteer team and delegate tasks
- Monitor program budget to maintain accountability for expenditure
- Attend monthly staff meetings and provide program reports
- Facilitate community partnerships and represent Zoe Support in the community
- Contribute to partnerships with important stakeholders in government, community, and community services
- Participate in professional development, including supporting a culture of reflective practice and quality supervision

PERFORMANCE REVIEW

The successful applicant will be required to participate in regular supervision which will be linked to the position purpose and key roles and responsibilities set out for this position.

TERMS AND CONDITIONS

- Applicants are required to hold a current Victorian Drivers License and have access to and an ability to drive a comprehensively insured motor vehicle
- Applicants are required to hold a current Working With Children's Check
- The appointment will be subject to a satisfactory Police Check prior to commencement
- Website www.zoesupport.com.au

CHILD SAFETY AND WELLBEING COMMITMENT

Zoe Support Australia is committed to promoting the safety and wellbeing of children and young people whom the organisation services. Under the Children, Youth and Families Act (2005), Zoe Support Australia provides supports to vulnerable children, young people and their families.

Zoe Support Australia recognises its duty of care to those who are most vulnerable in our organisation: children and young people. As a number of clients in our service are younger than twenty-four months, greater risk of harm is acknowledged.

Exercising your duty of care means:

- Acting on concerns quickly and in the child's best interest
- Protecting the safety, health and wellbeing of the children in your care
- Seeking appropriate advice or consulting when unsure
- Reporting concerns to the relevant authorities
- Supporting a child at an interview
- Providing ongoing support to a child and their family
- Sharing information, upon request, to assist DFFH Child Protection or Police to protect and or promote the wellbeing of a child
- Attending DFFH Child Protection Case Planning meeting if required for your position

Zoe Support Australia's ethos is reflected through policies and procedures that protect the health, safety and welfare of all clients, especially children, who are referred to or are clients of the organisation. In line with this ethos, the successful applicant will be required to complete Mandatory Reporting training every 12 months, hold a current working with children employee check and renew their criminal history check every three years.

COMMITMENT TO CULTURAL SAFETY, DIVERSITY AND INCLUSION

Zoe Support Australia is committed to ensuring cultural safety, diversity and inclusivity are embedded throughout our organisation for the benefit of all clients, volunteers and staff.

We believe our people are our greatest asset and by supporting and incorporating their culture, diverse talents, knowledge, perspectives and experiences, we can strengthen our relationships with the communities we work with.

Our focus is to create a more just society which means eliminating discrimination in the services we deliver and the workplace we provide. Being a diverse and inclusive organisation goes to the very heart of our work and supports our strategic intent to transform the future of vulnerable children and their families.

Why embracing cultural safety, diversity and inclusion is important to Zoe Support Australia

- Aboriginal and Torres Strait Islander cultures are the oldest living cultures in the world. Cultural factors, such as identity, language and spirituality, as well as connection to Country, to family and to community, can positively impact on the lives of Aboriginal people.

- Providing a culturally safe environment supports all clients, volunteers and employees to feel safe and to be their authentic and true self.
- Supporting diversity and acknowledging that our differences in relation to age, sex, gender, race, national or ethnic origin, religion, language, political beliefs, sexual orientation or physical ability helps develop strong and sustainable relationships.
- Equality and equity are upheld by implementing policies, procedures and guidelines that ensure that our clients, volunteers and employees are offered opportunities and are supported with exercising their rights.
- Understanding that where clients, volunteers and employees may belong to a number of diverse groups (i.e. religion, gender, sexuality, age, physical ability, cultural heritage), that this intersectionality can pose additional challenges that we need to be responsive to.
- Encouraging consultation and collaboration helps us to gather feedback that guides improvement in our services and work environments to ensure we are meeting the needs of clients, employees and volunteers.
- Providing awareness training for employees and volunteers facilitates self-development and strengthens our workforce capability.

This commitment enables us to gain a better understanding of one another, cultivate greater respect and nurture deeper connections to strengthen our services and workplace and ensure we are inclusive.

OCCUPATIONAL HEALTH & SAFETY (OHS)

Zoe Support Australia is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Zoe Support Australia will apply best practice in OHS in accordance with statutory obligations at all time.

All Zoe Support Australia employees, contractors and volunteers are required to:

- Take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- Take reasonable care for their actions or omissions and do not adversely affect the health and safety of themselves or others
- Cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- Report all injuries, illness or 'near misses' to their Supervisor or Manager
- Participate in relevant health and safety training based on roles and responsibilities
- As required, participate in the development and implementation of specific OHS hazard and risk management strategies

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and health work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

