



## **Supported Playgroup Facilitator**

Thank you for your interest in applying for the position of Supported Playgroup Facilitator with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

- Employment details;
- Benefits of working with Hindmarsh Shire Council;
- Position Description; and
- Key selection criteria.

For hints and tips for drafting a competitive employment application please see the Application Guide located on the Work in Council page on the Council Website: <https://www.hindmarsh.vic.gov.au/work-in-council>

For general details of the Council, please refer to the following website: [www.hindmarsh.vic.gov.au](http://www.hindmarsh.vic.gov.au).

For further information about the position or duties involved, please contact Angela Veitch, Human Resources and Safety Officer on (03) 5391 4444 or [hr@hindmarsh.vic.gov.au](mailto:hr@hindmarsh.vic.gov.au).



### **Opportunity this way...**

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

We're a dedicated workforce, proud to deliver a huge array of services to our local community and striving to make a difference.

As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

#### **Some of the benefits of working at Hindmarsh Shire Council include:**

- Above Award pay rates
- Annual pay increases via Enterprise Agreement
- Commitment to work-life balance
- Annual Leave Loading
- Employee Assistance Program
- Active Social Club
- Salary Sacrifice opportunities for superannuation
- Rates deductions via payroll for employees owning a property in the Shire
- Ability to purchase additional annual leave via Enterprise Agreement
- Car parking
- Volunteer Leave

Take the opportunity to join our team at Hindmarsh Shire.

## **Employment Details for the Position of: Supported Playgroup Facilitator**

<u>Status:</u>	Part Time (0.6 FTE) – Limited Tenure to 17 February 2023
<u>Location:</u>	The position will be located initially in Nhill. The employee may be required to change their starting point to a reasonable location within the municipality.
<u>Enterprise Agreement:</u>	Hindmarsh Shire Council Enterprise Agreement No 9, 2019
<u>Classification:</u>	Band 5 per the Hindmarsh Shire Council Enterprise Agreement.
<u>Salary:</u>	\$69,242.42 pro rata
<u>Superannuation:</u>	Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
<u>Hours:</u>	Hours of work are 8:30am to 5:00pm, with a 30-minute lunch break, Monday to Friday pro rata.  Days will be negotiated with the successful applicant.
<u>Qualifying Period:</u>	This position is subject to an initial six (6) month qualifying period.
<u>Annual Leave:</u>	Four (4) weeks annual leave pro rata per annum plus 17.5% leave loading
<u>Sick Leave:</u>	Twelve (12) days sick leave pro rata per annum.
<u>Long Service Leave:</u>	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
<u>Pre-Employment Medical:</u>	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
<u>Covid-19 Vaccination:</u>	In line with current health directions from the Victorian Chief Health Officer, from 26 November 2021 all authorised workers are required to provide evidence two doses of Covid-19 vaccination to attend work.  Evidence in the form of an Immunisation History Statement or Covid-19 Digital Certificate must be provided to Council prior to commencement.
<u>Security Check:</u>	It is a condition of employment that appointees must undertake a police check and an employee Working with Children Check prior to commencement of work.



### **3. POSITION OBJECTIVES:**

The Victorian Government is providing funding through the Department of Health and Human Services (DHHS) to provide supported playgroups for disadvantaged families within the Hindmarsh Shire. The responsibilities of this role include running supported playgroups (incorporating the Smalltalk program) for disadvantaged families and also providing in-home support.

Supported playgroups provide vulnerable families with opportunities to develop the skills and confidence to support their children's development and wellbeing.

In-home support is provided in families' homes for those families whom the supported playgroup facilitator has assessed need more intensive support and as an alternative to attending a supported playgroup or in addition to attending a supported playgroup.

The facilitator's role includes developing referral pathways with services such as Maternal and Child Health Services, early childhood education and care services and family support services to ensure that families receive services appropriate to their needs.

### **4. KEY RESPONSIBILITY AREAS:**

#### **Administration Duties**

Ensure the requirements of the Department of Health and Human Services (DHHS) supported playgroup service agreement and guidelines are fulfilled, including:

- Liaising with the Project Management & Early Years Coordinator to maintain the integrity of the program, its alignment with the service agreement and program guidelines;
- Ensuring all funding and data requirements and client records are maintained in accordance with the services agreement and program guidelines.

#### **Supported Playgroup**

Deliver supported playgroups throughout the Shire:

- Develop appropriate referral pathways, enrolment and engagement practices to recruit and support the participation of disadvantaged families in supported playgroups;
- Conduct supported playgroup sessions each week across the Hindmarsh Shire;
- Provide supported playgroups for families with children from birth to school age in accordance with the DHHS supported playgroup guidelines and the Smalltalk program;
- Coordinate the supported playgroup experience to ensure a high degree of parental involvement and ensure parents' and children's experiences are enriching and culturally sensitive;
- Support parents and caregivers to engage in activities with their children, using the Smalltalk resources and DHHS supported program guidelines;
- Undertake transition planning with families attending supported playgroups to ensure that families are referred to services and support that meet their needs;
- Ensure all equipment is well maintained and hygienic.

#### **In-home support**

Be proactive in responding to the needs of local families through regular home support sessions and monitoring a high quality experience including:

- Facilitating home based sessions for families with children between 0 to 4 years of age – implementing the Smalltalk program;
- Conducting in-home support experiences to ensure a high degree of parental understanding, and ensure parents' and children's experiences are enriching and culturally sensitive;
- Supporting parents and caregivers to engage in activities with their children, using the Smalltalk resources and DHHS program guidelines;
- Supporting parents and caregivers to build connections and support networks in the community to enhance parenting skills and confidence, with a particular focus on families parenting under difficult circumstances.

## **Corporate Responsibilities**

- Responsible for creating full and accurate records of activities and decisions, and observing records management procedures in accordance with standards laid out in the Record Management policy.
- Contribute to the continuous improvement and productivity of the organisation's operations.

### **5. ORGANISATIONAL RELATIONSHIPS:**

Reports to: Project Management & Early Years Coordinator

Supervises: Not applicable

Internal Contacts: All Hindmarsh Council Staff (as required)

External Contacts: Local families; Maternal & Child Health Nurse; Government Departments; Early Years educators

### **6. OCCUPATIONAL HEALTH AND SAFETY:**

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:

- Take reasonable care for their own health and safety.
- Notify their Manager of their inability to carry out any physical task that is outside their capability.
- Take reasonable care for the health and safety of people who may be affected by the employee's acts or omissions in the workplace.
- Cooperate with respect to any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of Job Safety Analysis (JSA).
- Complete Accident, Hazard and Near Miss Reports in a timely manner.
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety.
- Use protective equipment or clothing provided by Council at all required times.
- Immediately notify their Manager in the event of any injury, near miss, damaged equipment or other workplace hazard.
- Actively participate in Council safety programs.

### **7. RISK MANAGEMENT:**

Whilst at work, an employee must:

- Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors.
- Take all reasonable action to protect Council assets from damage and loss.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

### **8. ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- This position is responsible for facilitating the supported playgroups and providing information and support to participating parents and families.

- The work is performed within specific program guidelines and under general supervision from the Project Management & Early Years Coordinator.
- The facilitator is guided by the supported playgroup service agreement and program.

**9. JUDGMENT AND DECISION MAKING:**

- Work is clearly defined and duties are carried out with general supervision by the Project Management & Early Years Coordinator.
- Ability to use discretion in determining levels of advice and support required for participants, seek direction and/or approval from the Community Development Coordinator where required.
- Problems may be complex and require some originality and creativity.
- Guidance and advice is available from the Project Management & Early Years Coordinator and Maternal and Child Health Nurse.

**10. SPECIALIST KNOWLEDGE AND SKILLS:**

- Knowledge and understanding of the Victorian Early Years Learning and Development Framework including the Practice Principles and Learning Outcomes.
- Ability to develop relationships with key stakeholders and referral sources to develop referral pathways for disadvantaged families.
- Ability to research and analyse reports, Acts and Regulations, and Legislation.
- Ability to facilitate playgroups and in-home support sessions within funding guidelines and criteria.
- Ability to support and advocate positive parenting and behavior and guidance strategies.

**11. MANAGEMENT SKILLS:**

- Ability to work unsupervised, manage own time, set priorities and use resources to achieve goals and set timelines.
- Ability to use own initiative, exercise appropriate personal judgement and maintain high levels of personal motivation.
- Ability to research and analyse reports, Acts and Regulations, and Legislation.

**12. INTER-PERSONAL SKILLS:**

- Excellent oral and written communication skills.
- Ability to be discreet with confidential information.
- Ability to use own initiatives, exercise appropriate personal judgement and maintain high levels of personal motivation.
- Ability to work unsupervised, manage time, set priorities and use resources to achieve goals and set timelines.

**13. QUALIFICATIONS AND EXPERIENCE:**

- Diploma in Early Childhood Education, Children's Services, Community Services, Social Work or equivalent qualification.
- Demonstrated understanding of child development and play-based learning.
- Demonstrated experience and skills to facilitate groups.
- Demonstrated understanding and skills to engage disadvantaged families and support their participation in supported playgroups and in-home support.
- Current Drivers Licence.
- Valid Working with Children's Check.

**14. EQUAL OPPORTUNITY:**

Hindmarsh Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment

**15. PRIVACY AND CONFIDENTIALITY:**

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

**16. KEY SELECTION CRITERIA:**

The following key selection criteria will be used as a tool to assist in the selection of the most suitable applicant.

Applications must address the key selection criteria.

- Diploma in Early Childhood Education, Children's Services, Community Services, Social Work or equivalent qualification.
- 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.
- Excellent oral and written communication skills.
- Ability to establish trust with vulnerable families and engage in a variety of strategies to encourage attendance and participation of group sessions.
- Previous experience working with disadvantaged families and diversity.

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