

Wathaurong Position Description			
<b>Position Title</b>	Milla Milla Playgroup Facilitator	<b>Contract</b>	PT - Ongoing
<b>Business unit</b>	Family Services		
<b>Award</b>	Social, Community, Home Care & Disability Services Industry Award 2010, Social and Community Services Worker Level 3		
<b>Classification</b>			
<b>Salary</b>			
<b>Reports to</b>	Early Years Team Leader		
<b>Direct Reports</b>	N/A		

Wathaurong Aboriginal Cooperative	
	<p>The name Wathaurong (Wadda-Wurrung) is a recognised Tribe (community which consists of some 25 Clans) that form part of the Kulin Nation of Aboriginal people. The Traditional boundaries of the Wathaurong people span the coastline from the Werribee River to Lorne peninsula and traverse inland to a north direction towards Ballarat. Wathaurong services Aboriginal Communities living on Wadda-Wurrung, Gulidjan and Gadubanud Countries.</p> <p>Wathaurong was formed by community in 1978 as a place of common ground where Aboriginal people could be together and share in a sense of community with formal registration in 1980 to support the social, economic, and cultural development of Aboriginal people, particularly within the Geelong and surrounding areas. Wathaurong Aboriginal Cooperative Limited is an Aboriginal Community Controlled Organisation governed by an Aboriginal Board who are elected through the Annual General Meeting process annually, with their Chief Executive Officer to operationalize the strategic directives of the Board.</p> <p>(Pictured - Wathaurong Service catchment area)</p>

Purpose of the Role
<p>This role focuses on the planning and delivery of high quality and culturally appropriate playgroup programs and services for the local indigenous community, predominantly at Wathaurong's Milla Milla Play Centre. The position support the development of kindergarten readiness for children and parents through appropriate education and child development activities in a friendly and inclusive environment.</p>



<b>Primary Responsibilities</b>
<ul style="list-style-type: none"><li>• In consultation with team leader and manager, develop and deliver a culturally appropriate playgroup program that is responsive to community needs including appropriate and stimulating play activities for children</li><li>• As directed by the Team Leader, engage effectively with Aboriginal and external service providers by developing stakeholder relationships to support and deliver culturally appropriate early year's services.</li><li>• Ensure early childhood services are coordinated, comprehensive and in keeping with local priorities and culturally responsive approaches. Ensure these services are delivered in accordance with legislation, regulations, policy and funding availability</li><li>• Engage relevant community consultation, data collection and review.</li><li>• Provide administrative and coordination support to programs within Early Years portfolio as directed by Team Leader</li><li>• Participate in team planning activities and ensure you adhere to relevant statutory and organisational reporting and compliance procedures.</li><li>• Ensure Playgroup facilities and equipment are clean, safe and maintained.</li><li>• Provide culturally safe and appropriate support to children and families attending playgroup.</li><li>• Other reasonable duties as directed by the Team Leader to support and achieve objectives</li></ul>
<b>Community &amp; Stakeholder Engagement</b>
<ul style="list-style-type: none"><li>• Ability to share/disseminate information effectively with community and parents.</li><li>• Liaise with health and welfare agencies and assist families to access appropriate services when required</li><li>• Develop and support community events and activities which encourage positive lifestyle choices</li><li>• Work effectively with the community in culturally respectful ways.</li><li>• Understand transition planning and assist families as needed.</li><li>• Work in partnership with a range of stakeholders and maintain positive working relationships with professionals at related services.</li><li>• Network and link in with local community and services.</li><li>• Attend/contribute to existing networks.</li><li>• Attend and represent Wathaurong Cooperative at relevant meetings and training forums.</li><li>• At all times act professionally and as an Ambassador of Wathaurong Aboriginal Cooperative.</li></ul>
<b>Finance, Quality &amp; Compliance</b>
<ul style="list-style-type: none"><li>• Commit to providing quality service through taking personal responsibility for adhering to current standards of practice</li><li>• Take a proactive approach to identifying professional development needs and take up opportunities for learning and skill development.</li><li>• Actively engage in reflective practice.</li><li>• Ability to remain current with emerging theory and practice relevant to early childhood development.</li><li>• Participate in external review requirements such as accreditation and risk management to enhance continuous quality improvement.</li></ul>



Aboriginal & Torres Strait Islander

- Report all hazards, accidents or incidents which have resulted or may result in an injury to others or damage to property.
  - To be familiar with emergency and evacuation procedures and to participate in regular training in safety procedures.
  - Comply with the standards of a child safe organisation in both practice and culture
- Commitment and contribution to Quality Improvement Activities

### **Selection Criteria**

#### **Essential**

- Demonstrated understanding of indigenous culture and customs and how they influence the cultural development of children
- Demonstrated understanding of interfamilial relationships within indigenous families, and how these can support or impede the development and care of a child
- Excellent interpersonal skills with the ability to develop positive stakeholder relationships and communicate with individuals in a culturally appropriate and professional manner
- Ability to work autonomously to manage own work load, cooperate as part of a team and follow process
- Strong written communication skills and the ability to write and understand reports and plans
- Knowledge of safe and appropriate culturally centred practices for Aboriginal and/or Torres Strait Islander focused services, including employment of Aboriginal and/or Torres Strait Islander people.
- Demonstrated understanding of social, physical, economical, and cultural strengths and challenges affecting Aboriginal communities and their ability to access adequate and quality services.
- Understanding of the purpose and expectations of the Victorian Child Safe Standards and demonstrated commitment to contributing to a child safe organisation in both practice and culture.

#### **Desirable**

- Identify as Aboriginal and/or Torres Strait Islander.
- Certificate III or working towards a higher qualification or working toward in Early Childhood Education & Care
- Demonstrated experience working with Aboriginal Community Controlled Organisations.

### **Conditions of Employment**

- Must pass a National Police Record Check.
- Must pass and hold a Working with Children's Check throughout the period of employment.
- Must hold a current Drivers licence
- Must pass safety screening checks as required based on the position and/or as requested by the funding body
- All positions are subject to funding.
- All positions are subject to an initial six (6) month probationary period.
- Other terms and conditions are in line with the relevant industrial instrument and internal policies.



### Wathaurong's Commitment to Safety

Wathaurong is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We report any allegations and wellbeing concerns to authorities.

### Conditions of Employment

- Must pass a National Police Record Check.
- Must pass and hold a Working with Children's Check throughout the period of employment.
- Must hold current full Victorian Drivers Licence and provide a copy.
- If the position is for a role specifically providing services that are billable to NDIS, Wathaurong requires a valid and current NDIS Worker Screening Check clearance.
- Must provide evidence of COVID-19 vaccination or medical exemption.
- All Wathaurong positions are subject to funding.
- All Wathaurong staff are subject to an initial six-month probationary period.
- Other terms and conditions are in line with the relevant award and Wathaurong internal policies.

### Physical requirements & environmental conditions of the role

The following table identifies the physical and psychological work environment characteristics that are inherent requirements of the role. Where possible, Wathaurong will make reasonable adjustments to enable individuals with disabilities to perform the essential functions of their roles.

***A signed pre-existing condition declaration form is required to be completed prior to commencing in this role***

<b><i>Required activities / working environment</i></b>	<b><i>Frequency</i></b>
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Sometimes
Driving, in & out of vehicles	Sometimes
Lifting/moving equipment	Sometimes
Walking, climbing stairs, bending	Sometimes
Working alone or at a co-located site	Sometimes
Confrontational/confronting situations <i>(Due to the nature of our work, there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)</i>	Sometimes
Working outside in differing weather conditions	Sometimes
Attending external locations including client homes	Rarely



### Wathaurong's Commitment to Safety

Wathaurong is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people can actively participate in decisions that affect their lives. All children have the right to be children and live free of abuse and neglect, so they can grow, learn, and develop. Everyone within Wathaurong is responsible for ensuring a culture of child safety, preventing child abuse, and abiding by the Child Safety Principles.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities.

Wathaurong is committed to the health and wellbeing of its employees and stakeholders and has a zero tolerance to all forms of violence.

### Application and Recruitment

Applications should consist of a current resume and a cover letter including responses to the Key Selection Criteria, submitted in Word or PDF format before the closing date.

Enquiries regarding the position should be directed to

Applications for this position will close at **insert appropriate**

Shortlisted candidates will be invited to attend an interview.

### Behavioural Expectations:

#### All employees with Leadership responsibility are required to:

- Follow all specified Human Resource Policies & Procedures
- Manage employees in a consistent and transparent manner, setting clear targets & behavioural expectations
- Select the best candidate for the role, free from discrimination
- Conduct monthly supervision, One on One's for a minimum of 30 minutes
- Conduct formal performance appraisal with set KPI's and individual development plan by March each year and conduct a mid-year progress review in September
- Make decisions within your delegated authority and funding agreements
- Ensure all funding agreement reporting requirements are undertaken in a timely manner
- Effectively manage employee time & attendance and leave applications
- Consistently manage the performance of all team members to ensure equity in work allocation

### Key Performance Indicators:

- Playgroup activities and facilitation are delivered to a high professional standard in an environment that is stimulating and culturally safe and appropriate
- Playgroup facilities and equipment are maintained to an appropriate standard of safety and cleanliness and programs are delivered with defined budgets



Key Performance Indicators:
<ul style="list-style-type: none"><li>• Early years programs and partnerships are delivered to a high standard according to strategy and funding guidelines, and continually reviewed to remain relevant for community needs</li><li>• Responsibilities are met in line with the organisational policies and procedures, and contribute to relevant goals and objectives of the organisational strategy</li><li>• Roles demonstrates continuous improvement, risk, and record management as identified and measured through organisational processes and legislative requirements</li><li>• Role undertakes any organisational and position specific training and accreditation required</li><li>• Role contributes to the health, safety and wellbeing of all employees and visitors to the Cooperative by reporting risks, hazards, and incidents and following emergency procedures</li><li>• Role contributes to the cultivation of positive organisational and team environments that are supportive of culture, equality and diversity</li></ul>

**Position Description Acceptance**

**Signed by the Employee:**

I have read and understood the above and agree to carry out the duties listed in my Position Description.

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Name

Signature

Date