

Wathaurong Position Description			
<b>Position Title</b>	Playgroup Support Worker	<b>Contract</b>	Part Time, Fixed-Term
<b>Identified Position</b>	No - Not an Identified position. Aboriginal and/or Torres Strait Islander peoples are encouraged to apply		
<b>Business unit</b>	Family Services		
<b>Award</b>	Social, Community, Home Care & Disability Services Industry Award 2010, Social and Community Services Worker		
<b>Classification</b>	Level 3		
<b>Reports to</b>	Early Years Team Leader		
<b>Direct Reports</b>	N/A		

Wathaurong Aboriginal Cooperative	
	<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 the local Aboriginal Community people. Wathaurong 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>Wathaurong operate on the traditional lands of the Wadda Wurrung, Boonwurrung, Gulidjan and Gadubanud peoples. Our support focus on the local government areas of Geelong, Wyndham, Golden Plains, Colac Otway, Surf Coast and Queenscliff.</p>

(Pictured - Wathaurong Service catchment area)

Purpose of the Role
The Playgroup Support Worker will work collaboratively with the Playgroup Facilitator in supporting the planning and delivery of high quality and culturally appropriate playgroup programs and services that are responsive to community needs.



Key Result Area	Key Responsibilities
<b>Primary Responsibilities</b>	<ul style="list-style-type: none"><li>• In collaboration with the Playgroup Facilitator, support the delivery of a culturally appropriate playgroup program that is responsive to community needs.</li><li>• In collaboration with the Playgroup Facilitator, participate in the process of researching, creating and utilising resources that support learning and development of children and strengthens the cultural identity of children and their families.</li><li>• Develop and follow a process for communicating with families who may require transport to and from playgroup sessions and on occasion, relevant early years programs (when delegated by Early Years Team Leader or Management)</li><li>• Provide transport for families to and from Playgroup sessions and on occasion, relevant early years programs (when delegated by Early Years Team Leader or Management)</li><li>• As directed by the Early Years Team Leader, engage effectively with Aboriginal and external service providers by developing stakeholder relationships to support and deliver culturally appropriate services.</li><li>• Ensure relevant Playgroup data inclusive of enrolments, documentation and reporting is coordinated, comprehensive and in keeping with local priorities and culturally responsive approaches.</li><li>• Work collaboratively with the Playgroup Facilitator and Early Years Team Leader in ensuring the service is delivered in accordance with legislation, regulations, policy and funding availability.</li><li>• Engage in relevant community consultation, data collection and review.</li><li>• Provide administrative and coordination support to the Playgroup Facilitator as directed by Early Years Team Leader.</li><li>• Participate in team planning activities and adhere to relevant statutory and organisational reporting and compliance procedures.</li><li>• Ensure all Playgroup facilities and equipment are clean, safe and maintained.</li><li>• Other reasonable duties as directed by the Early Years Team Leader to support and achieve objectives of the Playgroup program and promote community engagement.</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/programs which encourage positive lifestyle choices.</li></ul>



	<ul style="list-style-type: none"> <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 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> <li>• Report all hazards, accidents or incidents which have resulted or may result in an injury to others or damage to property.</li> <li>• To be familiar with emergency and evacuation procedures and to participate in regular training in safety procedures.</li> <li>• Comply with the standards of a child safe organisation in both practice and culture</li> <li>• Commitment and contribution to Quality Improvement Activities</li> </ul>

### Selection Criteria

#### Essential

- Tertiary qualification in *(or be willing to obtain)* Community Services, Social Work, Education, Nursing or related field or experience in developing and coordinating health, education, family support, early childhood services
- Demonstrated experience working in a service delivery setting with Aboriginal and Torres Strait Islander communities.
- Demonstrated experience in working with and understanding the development and therapeutic needs of Aboriginal and Torres Strait Islander families who have experienced intergenerational trauma.
- Demonstrated understanding of Family and Children's Services and relevant Commonwealth and State Policies, Legislation and Standards.



- Ability to develop strong internal and external relationships/partnerships in order to achieve organisational objectives.
- Experience or demonstrated capability to support team members in an education or community service environment.
- High level communication skills along with excellent negotiation, conflict resolution, presentation, and consultation skills.
- Excellent interpersonal skills with ability to develop positive stakeholder relationships and communicate with diverse individuals at all levels.
- Ability to demonstrate resilience and meet targets and objectives within a pressured environment.
- Strong written and verbal communication skills with a high level of accuracy and ability to prepare high-quality professional case notes, reports and documentation.
- Ability to work effectively and cooperatively as part of a team.
- Demonstrated ability to work effectively and cooperatively as part of a team. 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
- Demonstrated experience working with Aboriginal Community Controlled Organisations
- Hold a current Light Rigid Licence (*or be willing to obtain*)

#### **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 full Driver 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.



Physical requirements & environmental conditions of the role	
<p>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.</p> <p><b><i>A signed pre-existing condition declaration form is required to be completed prior to commencing in this role</i></b></p>	
Required activities / working environment	Frequency
Computer based tasks, sedentary position, office based	Sometimes
Repetitive manual tasks	Sometimes
Driving, in & out of vehicles	Often
Lifting/moving equipment	Often
Walking, climbing stairs, bending	Often
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	Often

### 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
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