

Position Description

Position Details

Position Title	Family Support Worker (Playgroup)
Position Aim	Under the direction of the Team Leader, support smooth implementation and client participation in playgroup program including any community development projects
Reporting to	Family Support Team Leader (Playgroup)
Key relationships	CEO Manager Team Leader(s) Support Worker(s) Volunteers
Award Placement	Social & Community Service (State) Award Grade 2
Position Based	Community
Position status	Permanent Part time - school term only
Hours	20 hours per week from 9.00 AM – 1.00 PM school term only (with additional hours by mutual agreement)
Special Requirements	All employees of the Centre must undergo a Police and Working with Children background check

Signed by Employee:

Date:

Signed by Manager:

Date:

Review Date:

Position Responsibilities	
Implement Programs	<ul style="list-style-type: none"> ▪ Assist the Team Leader (Playgroup) in the administration and operation of Playgroup program and its activities ▪ Follow directions from the Team Leader and the Manager ▪ Support the Team Leader (Playgroup) in the planning and delivery of Playgroup activities and related services ▪ Support the Team Leader (Parent Support) in the and delivery of parent information and support services ▪ Interact positively and supportively with parents, children and carers ▪ Work co-operatively with Volunteers ▪ Identify and support children and families with special needs
Administration responsibilities	<ul style="list-style-type: none"> ▪ Complete, sign and return timesheets by the end of each pay period ▪ Report any issues to the Team Leader and/or Service Coordinator(s) ▪ Complete required reports as scheduled ▪ Assist data collections, evaluation and needs assessment
Orientation and Training	<ul style="list-style-type: none"> ▪ Attend staff meetings and others as required ▪ Participation in training and professional development as required
General	<ul style="list-style-type: none"> ▪ At all times abide by the Centre policies and procedures particularly the code of conduct ▪ Observe and comply with OHS standards, requirements and legislation ▪ Other duties related to position as negotiated with the management of the organisation through the Coordinator(s)

Key Attributes
<p>To be successful in this role, the ideal candidate will have the following skills and attributes:</p> <p>Essential:</p> <ul style="list-style-type: none"> ▪ Experience working with families and children ▪ Ability to communicate effectively with kids and parents/guardians/carers especially those that may have communication difficulties ▪ Ability to work effectively as part of a team ▪ Understanding of the NSW related Families and Children Services Acts eg child protection /standard and relevant Government policies ▪ Promote positive attitudes towards families and children including those who have special needs ▪ Ability to follow safety procedures, identify and report hazards <p>Desirable:</p> <ul style="list-style-type: none"> ▪ Senior First Aid Certificate ▪ Qualifications in related children services, health and social care – community services grade 2 or equivalent ▪ Experience in the development of families and children programs /projects

Key Performance Measures

The success of this role will be measured by:

- Interactions with Centre staff and clients demonstrating a professional, caring and respectful manner at all times
- Satisfaction rating as reported by staff, clients, and stakeholders
- OH&S policies and procedures are followed
- Follows direction from the Team Leader and Manager.
- Punctual and reliable
- Meeting the deadlines
- Completion of required reports
- Participation in staff meetings and training sessions