



POSITION DESCRIPTION

Position Title:	Playgroup Coordinator
Department:	Community Engagement
Date:	December 2020
Reporting To:	Community Learning and Engagement Manager
Positions Reporting to this role:	Nil
Internal Liaisons:	Allied health professionals, health professionals, ECEC staff, family day care staff, playgroup staff, business services staff.
External Liaisons:	Community organisations, councils, community services, children and families.

Company Overview

The Infants' Home Child and Family Services is a dynamic community-based organisation, with a long tradition and strong sense of contemporary pathways focussing on best practice and research initiatives. We provide integrated early childhood services in an inclusion ethos wherein 30% of our services are targeted to children and families experiencing a range of additional support needs.

The values of The Infants' Home Child & Family Services are integrity, diversity, collaboration and innovation. Central to the work of all staff is ethical practice, which includes:

- Demonstrating mutual respect for colleagues, children, families and management
- Maintaining confidentiality of information
- Using open and honest communication
- Being a supportive member of the program team and the organisation

Purpose/Key Objectives

The role of the Playgroup Coordinator is to:

- Increase community presence of The Infants' Home by coordinating and promoting the Playgroup services
- Work as a team member to provide a responsive environment that supports children's wellbeing, relationships and learning through intentional teaching, partnerships and critical reflection
- Assist in the implementation of high quality children's programs in line with contemporary theories and approaches, responding to individual strengths and interests of children, families and staff
- Adhere to current health, safety and child protection policies
- Maintain data to support evaluation and impact measurement

Responsibilities:

1. Compliance and Organisational Requirements

Ensure activities within the area of responsibility comply with:

- National law and regulations
- Work Health and Safety legislation
- National Quality Standards
- Early Years Learning Framework
- Child Protection legislation
- The Infants' Home vision, mission, policies, procedures and strategic goals

2. Playgroups and Community

- Plan, implement and evaluate educational program for each individual playgroup responding to each unique community group and participants
- Coordinate and/or lead each playgroup
- Organise, supervise/coordinate additional Playgroup Assistants and students/volunteers as appropriate

3. Administration, community liaison, marketing and reporting

- Liaise with community organisations, councils and schools to promote partnerships and referrals
- Develop and document organisational procedures
- Maintain data collection systems to inform ongoing program development and evaluation
- Develop monthly and quarterly (per term), half yearly and annual reports on playgroup progress and impact
- Complete administration tasks in line with organisational requirements

4. Children

- Promote a sense of belonging through engaging in meaningful, respectful and reciprocal interactions.
- Maintain the dignity and rights of every child at all times through maintaining high expectations of each child's capabilities
- Uphold the organisation's principles of social justice and equity
- Collaborate with team to develop learning environments.

5. Families

- Provide information to families based on evidence-based current research and best practice including:
 - Community services
 - Child development and play
 - Positive parenting and strengthening the parent-child relationship
- Facilitate social support networks
- Acknowledge families as a valuable resource and develop and maintain positive relationships with them based on mutual respect and open communication
- Respond to concerns in a timely manner, directing them to the Community Learning and Engagement Manager as appropriate
- Maintain confidentiality at all times

6. Team Work

- Work with colleagues in a spirit of co-operation to maintain and continuously improve the standard of the service
- Contribute to an atmosphere of trust and professional respect through an attitude of openness, tolerance, constructive conflict resolution processes and maintenance of confidentiality
- Attend staff meetings and any professional training sessions identified by the manager
- Accurately and promptly, communicate all messages and report all issues to the manager

7. Risk Management

- Follow policies and procedures to ensure compliance
- Maintain a safe, healthy and clean environment
- Identify hazards and take action to remove these hazards

- Ensure that all of the Work Health and Safety requirements are met
- Identify risks and report them in a timely manner

8. General

- Carry out all duties, responsibilities and specific tasks related to the shift being worked as well as specific duties allocated by the manager, CEO
- Follow daily routine as decided by the Team
- Support the provision of student/volunteer placement
- Participate in research as required

9. Professional Conduct

- Exercise due care, skill and judgement and act at all times in accord with applicable professional ethics, principles, legislation and standards
- Be involved in performance appraisals, self-reflection and individual training plans, as required
- Work within The Infants' Home integration model
- Attend and participate in meetings and events
- Promote the understanding and application of diversity

Essential Criteria

Qualifications/Experience

- Tertiary qualification in social welfare, children's services, community development or related areas
- Current Senior First Aid Certificate which includes Asthma and Anaphylaxis training
- Child Protection training (chcchild401a)
- Experience working with children birth to school age, working in a team and within a Playgroup and/or Early Childhood Education and Care Centre
- Current driving licence

Knowledge, Skills and Attitude

- Sound understanding of holistic approaches in working with children
- Knowledge of the National Quality Framework
- Knowledge of social justice and inclusion and the implementation within Early Childhood and Education Care settings
- Ability to critically reflect
- Good written and verbal communication skills
- Sound computer literacy and IT skills
- Interest and prior participation in broadening skills and professional development

Desirable Criteria

- Knowledge/experience working with children with additional needs in an inclusive environment.

Delegation of Duties

- As determined by the manager and CEO

I have read and agree to undertake the duties as outlined:

Name

Signature

Date