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| **POSITION DESCRIPTION** | | | |
| **Role Title:** | Playgroup Support Worker | | |
| **Classification:** | Level 3.1 | **Date Approved:** | 30th March 2017 |
| **Reports to:** | Playgroup Manager | **Unit:** | Playgroup |
| **Funded through:** | IAS Playgroup | **Employment Conditions:** | Julalikari Enterprise Agreement |

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| **ORGANISATIONAL CONTEXT** |
| Julalikari Council Aboriginal Corporation is an Aboriginal Community Controlled Organisation whose sole purpose is to enhance the employment, wellbeing, resilience and self-reliance of Aboriginal people in the Barkly region. This region has the fourth highest concentration of Aboriginal people in the country.  Julalikari Council has a deep commitment to Aboriginal participation in the design and delivery of its programs and services which has helped the Organisation to become pioneers in the design and delivery of many of our programs which are now adopted by governments and other Aboriginal service providers across Australia.  **Our Vision**  **Manu Anyula Parkamarri Wilyangka**  *Our Country, us mob, hold it strongly*  **Mappungku Anyula Maputarri**  *Together we will build*  **Yiwaji Pinangkaltinjiki**  *Pathways to learning*  **Our Values**  **Respect:** Our Country, to treat one another and others with respect.  **Integrity:** Us Mob, to be truthful, honest and ethical in our dealing with each one and others.  **Accountability:** Hold it Strongly, to take responsibility for what we do and the decision we make.  **Unity:** Together We Will Build, to speak and act as together hearing all people.  **Quality:** Pathways to Learning, seeing every task as an opportunity to improve what we do. |

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| **PRIMARY PURPOSE AND FUNCTION OF THE ROLE** |
| Supported playgroup targets Aboriginal families with babies, toddlers and preschoolers. The primary role of the Playgroup Support Worker is to work with families to help them have a safe and supportive playgroup experience. The Playgroup Support Worker will be responsible for preparing and supporting the children during play sessions to ensure safe, stimulating play that will provide the needs of the children. |

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| **KEY RESPONSIBILITES** | **KEY PERFORMANCE INDICATORS** |
| Engage and support Aboriginal families and their children so that they can enjoy a safe and supportive playgroup experience. | * There is a good, happy atmosphere at each session. * Inclusion and acceptance of all children within the Playgroup. |
| Organise an appropriate learning environment and resources for play sessions. | * Select and prepare resources that take account of the children’s interests. |
| Encourage all children to interact and work cooperatively with others and engage all children in activities. | * Time is taken to listen and respond to children and encourage them to develop. |
| Clean the playgroup centre as per the cleaning schedule. This includes cleaning, sweeping, mopping and dusting. | * The playgroup centre is clean and at an acceptable standard. |
| Take part in mobile playgroup. | * Work with the Manager to ensure all risks are addressed when operating the mobile playgroup program. * Participate in risk assessment planning. |
| Follow Work Health and Safety Policy and Procedures | * Ensure children are supervised at all times. * Ensure Accidents and Incidents are filled in for every incident. * Advise the manager of any matter requiring attention such as concerns about a child or equipment needing repair or replacement. |

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| **RELATIONSHIPS (INTERNAL AND EXTERNAL)** |
| **Internal**   * Playgroup Manager * HIPPY (Home Interaction Program for Parents & Youngsters) Coordinator * Internal JCAC Staff   **External**   * Aboriginal Families and Children * Anyinginyi PHU Grow Well & Nutrition * FAFT (Families as First Teachers) * Lifestyle Solutions * Territory Families * NT Health (Child Health Nurse) |

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| **QUALIFICATIONS AND OTHER REQUIREMENTS** | |
| **Essential**  Current NT Driver’s license  Ochre Card  National Police Certificate Clearance  Certificate III in Early Childhood Support | **Desirable**  First Aid Certificate |

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| **WORK EXPERIENCES, SKILLS AND COMPETENCIES** |
| **Knowledge and Skills**  Understanding of services available locally  Demonstrates a team spirit to build and maintain cooperative and productive relationships  **Experience**  Previous experience working with Aboriginal families and children  Previous experience working in Community Services and or Childcare, Playgroup Facilities  Previous experience working with other Service Providers  **Interpersonal Skills**  Excellent interpersonal skills and the ability to interact with families and children  Listens actively and encourages further communication with families and children |

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| **APPROVAL** | |
| **Employee Name:**  **Employee Signature:** | **Date:** |
| **Managers Name:**  **Managers Signature:** | **Date:** |

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| **REVISION HISTORY** | | | |
| **Document Number** | Doc\_161 | **Approved By** | Corporate and Community Services Manager |
| **Approval Date** | 30.03.2017 | **Implementation Date** | 03.04.2017 |
| **Created By** | Playgroup Manager & Corporate and Community Services Manager | **Review Due** | 30.03.2018 |