

## POSITION DESCRIPTION

### MyTime Play Helper

<b>Reports to:</b>	Victorian MyTime Coalition Coordinator
<b>Hours of Work:</b>	Part-Time – 3 hours per week during school terms (40 weeks per year)
<b>Salary Banding:</b>	Social and Community Services Employee Level 3

### Playgroup Victoria's Vision and Mission statements

**Vision:**

All Victorian children and their families thrive in Playgroup

**Mission:**

- Building Communities through connecting Families and Children
- Advocating for greater investment in Playgroup by Government, Business and the Community
- To empower parents as children's first educators

### Playgroup Victoria Key Strategies

- 1. Enabling Inclusive Access to Playgroup**
  - a. Develop an inclusive, flexible, diverse and high-quality playgroup model which provides clear value and meets the needs of all families.
- 2. Investment in Playgroup (Revenue Diversification)**
  - a. Develop a sustainable PGV through a range of partnership and investment opportunities and ensure robust governance processes are in place to ensure we control costs and spend money where it can best support our vision.
- 3. Recognition of Playgroup**

Ensure PGV has a significant and prominent profile as leading organization, through an effective communications strategy with our members, strategic partnerships including corporate and government

### Role description

The MyTime facilitated peer support program is an Australian government initiative funded by the Department of Social Services. MyTime aims to support families that are caring for a child with a disability or chronic medical condition by providing group sessions that promotes peer support and information sharing.

The Parenting Research Centre (PRC) is the National Coordinator for the MyTime Program. In that role the PRC will provide all partners and relevant people with up to date research, support and resources to assist with running MyTime groups.

MyTime aims to establish and maintain peer support groups for parents of children with a disability or chronic medical condition that ensure:

- parents develop relationships with other parents of children with additional needs;
- parents have an increased knowledge of caring for a child with a disability or chronic medical condition;
- strong linkages are formed between parents of a child with a disability or chronic medical condition and the broader community; and
- parents of a child with disability or chronic medical condition feel supported in their caring role.

## **Key Duties and Responsibilities:**

The play helper's role will be to facilitate child-related play activities and provide support for children with additional needs while parents participate in activities and discussions.

The Play Helper is required to:

- prepare play and learning materials and set up the children's environment
- plan and provide a range of activities and experiences which are designed to promote physical, social, emotional and intellectual development for each child
- supervise the activities of the children, making sure of their physical safety, while ensuring that parents are aware that the responsibility of the child remains with them at all times.
- maintain a clean and appealing environment for children

## **Professional development**

Professional development opportunities are organised by the Coalition Coordinator at various times. Staff are required to make every effort to attend wherever possible.

## **Other Functions and Responsibilities**

- Interact with each child in a warm and friendly way
- Guide each child's behaviour in a positive way
- Initiate and maintain respectful communication with each child
- Respect each child's background and abilities
- Treat all children equitably
- Communicate appropriately and effectively with the child's parents and carers about any issues relating to the child.
- Ensure that any relevant medical information about each child is known.
- Communicate effectively to promote respect and professional teamwork.
- Complete paperwork in a timely manner as required.

## **Key Selection Criteria**

1. Tertiary qualifications or Cert III in Children Services
2. A minimum of three years' experience working with children with special needs is preferred
3. Alert, observant, active and able to use judgment and initiative
4. Able to work as part of a team
5. Able to relate well to children with additional needs and their parents
6. Able to lift children and equipment

## **Conditions of Employment**

- Satisfactory criminal history check (National Police Certificate) or State/Territory Working with Children Check is required prior to employment in the role.
- Intra-state travel may be required for training and or supervision depending on requirements.
- Other conditions in accordance with SACS Award/Australian Workplace Agreement.
- Compliance with all organisational policies.

## **Physical Requirements/Work Environment**

Ability to undertake all physical requirements involved with the early childhood setting including lifting loads of 20kg, bending, squatting, pushing, pulling, trunk twisting, kneeling and standing and sitting for duration.