

## POSITION DESCRIPTION

### PlayConnect ILC Facilitator – Sunbury, Romsey and surrounding regions

<b>Reports to:</b>	Victorian PlayConnect Manager
<b>Hours of Work:</b>	Permanent Part-Time – 17 hours per week for 46 weeks per year. Time-limited position up to 30 June 2020
<b>Salary Banding:</b>	Social and Community Services Employee Level 4

### Playgroup Victoria's Vision and Mission statements

**Vision:**

Fun, learning and friendship through playgroup.

**Mission:**

To ensure playgroup is recognised as integral to learning, development and wellbeing during early childhood.  
To empower families to create community and nurture their children through relationships and play.

**Values:**

- Respect – We value all people and embrace diversity
- Integrity – We are honest and accountable, and we follow through on our commitments
- Openness – We value new ideas, experiences and opportunities

### Playgroup Victoria Key Strategies

1. Supporting universal access to playgroup
2. Build awareness of the benefits of playgroup
3. Increase knowledge and improve practice in playgroups to strengthen the playgroup experience for all
4. Ensure a financially sustainable organisation
5. Implement a Corporate Governance structure

### Role description

The position of PlayConnect ILC Facilitator is a dual role as detailed below. This is a frontline role in the implementation of the PlayConnect Playgroup Program, together with the NDIS Information, Linkages and Referrals (ILR) project, funded by the Australian Government and managed by Playgroup Australia, according to the NDIS ILC aims outlined below:

The NDIS ILC is aiming to influence change for people with disability in five ways. People with disability:

1. Are connected and have the information they need to make decisions and choices.
2. Have the skills and confidence to participate and contribute to the community and protect their rights.
3. Use and benefit from the same mainstream services as everyone else
4. Participate in and benefit from the same community activities as everyone else
5. Actively contribute to leading, shaping and influencing their community.

The PlayConnect ILC Facilitator will work with target families, ie families and caregivers of young children (0-6 years) with autism spectrum disorders or ASD-like symptoms and will use the PlayConnect playgroup as a base for their work with families in the surrounding region.

This role will see the development of place-based support networks surrounding existing PlayConnect playgroups that will:

- Facilitate two PlayConnect playgroups for children with Autism or autism-like characteristics, in Romsey and Sunbury.

- Build the inclusion capacity of any playgroups in those surrounding regions, that identify they have a child with additional needs, or would like to be more inclusive, through mentoring and support.
- Support families who have a child with ASD, who are not engaged with any playgroup, to transition into an inclusive playgroup.
- Intentionally map and network with local services to gather information, create links and make referrals for families in any playgroup, who has a child with additional needs.
- Assist families within PlayConnect to transition to other playgroups or other services.
- Assist families in other playgroups to transition into or out of playgroup.

The facilitators will collaborate with Playgroup Victoria's Playgroup Development Consultants to network with community playgroups and build their capacity for inclusion.

This project will also draw on the work of Playing Together (and the affiliated STO projects) to inform the engagement with community playgroups.

The PlayConnect ILC Facilitator will have sound knowledge of local autism services. The PlayConnect Facilitator will also develop networks with other relevant local service providers to increase awareness of autism within communities. It is expected that this working relationship will avoid duplication of playgroup resources and will provide choice and opportunities for families caring for a child with ASD.

The PlayConnect ILC Facilitator will aim to build the capacity of families and the community. To facilitate the achievement of this outcome, the PlayConnect Facilitator, in consultation with participating families, will oversee the development and implementation of a transition plan to assist the participating families to access other forms of community participation, early intervention programs or education services as appropriate to their circumstances.

## Key Duties and Responsibilities

### PlayConnect Playgroups:

Support the establishment and implementation of two PlayConnect Playgroups to achieve the Autism Spectrum Disorders (ASD) Playgroups Program objectives and outputs in a local community including:

- Establishing and implementing the PlayConnect Playgroup in accordance with the Australian Government's Autism Spectrum Disorders (ASD) Playgroups Program Guidelines, PlayConnect Playgroups National Quality Assurance Framework, Amaze Certification Autism and Early Childhood Standards, PlayConnect Playgroups Risk Management Plan, and as advised and directed by the PlayConnect Playgroups State Coordinator and Playgroup Australia's National Program Manager.
- Provide support to families in implementing and participating in appropriate play experiences with their young children with ASD, both at playgroup and outside of playgroup sessions.
- Assist families in developing parenting skills and to access information about other early intervention services, relevant family support services and agencies within their local community.
- Promote the PlayConnect Playgroup within the community to encourage active and ongoing participation by families with children with ASD or ASD-like symptoms.
- Demonstrating and offering advice on implementing suitable play experiences in line with the families' expectations and the specific needs of participating children, including providing culturally appropriate activities.
- Following up families whose absence is noted and encouraging these families continued participation.
- Provide transition support to families transitioning out of the PlayConnect playgroup.
- Ensuring the playgroup environment is safe for families by implementing Playgroup Victoria's OH&S procedures.
- Attend professional development and networking opportunities provided by Playgroup Victoria as required.

## **PlayConnect ILR:**

Map all playgroups and relevant services within the playgroup region, as directed by the PlayConnect Manager and identify playgroups that have a child/children with additional needs.

- Provide support and mentor community playgroups that request assistance with inclusive practices.
- Assist parents and caregivers who cannot attend a PlayConnect Playgroup, to engage with inclusive community playgroups.
- Provide transition support to families transitioning out of PlayConnect, transitioning into a community playgroup or transitioning out of a community playgroup.
- This role will require regular travel to playgroups and relevant services. Mileage and out-of-pocket expenses will be reimbursed.

## **Essential to both roles:**

- Establish and maintain a resource file to support the provision of information, linkages and referrals to families (ILR). Provide information to and where required, create links and make referrals for families to the NDIS, early intervention services, relevant family support services and agencies within their local community.
- Liaise with the NDIS, early intervention service providers and professionals as necessary to support the participation of identified children and their families in playgroups, including organising visits by professionals, and facilitating other forms of contact as appropriate. Attend regional networking events where appropriate.
- Assist parents and caregivers to engage with and participate in a quality playgroup, inclusive of play-based activities and learning experiences that are responsive to the specific needs of the children and their families.
- Adhere to and implement Playgroup Victoria policies and procedures according to the Practice Governance guidelines.
- Use and promote culturally friendly/safe resources for Indigenous and CALD families.
- Refer professionals to the State Office for training and support.
- Participate in regular supervision and mentoring sessions with your Manager.

## **Collect evaluation data and implement evaluation activities:**

- Collect data and prepare local evaluation reports as directed and when required by the State PlayConnect Playgroup Co-ordinator and National Program Manager.
- Provide feedback to improve program quality.
- Maintain confidential and accurate information (in line with the National Privacy Policy) on each PlayConnect Playgroup participant.

## **Supervise and Support Volunteers**

Playgroup Victoria regularly recruits volunteers to assist in PlayConnect Playgroups. The Facilitator is responsible for supervising the volunteer and ensuring they are appropriately supported.

## **At the direction of the State PlayConnect Playgroup Coordinator:**

- Identify the gaps in services and information.
- Assist with the "Inclusive Playgroups" marketing and education campaign to promote inclusive practices to playgroups in your region.

- Liaise with venue providers to ensure a safe environment for all staff, volunteers and playgroup participants.
- Establish and maintain networks with other local early intervention services, family support services and agencies relevant to families with children with ASD.
- Respond to local enquiries from families and service providers to facilitate access to the PlayConnect Playgroup. Maintain a waitlist if required.
- Participate in training and professional development activities in accordance with the national PlayConnect Playgroups Training Strategy and State Playgroup Association requirements and directives.
- Conduct OH&S inspections of the PlayConnect playgroup venue and report as required.

## Key Selection Criteria

### Essential

1. Tertiary qualifications and/or experience in early childhood, special education, disability services, family support, community development, social work or other area relevant to the position.
2. Considerable knowledge of Autism Spectrum Disorders and experience working with children with ASD
3. Considerable experience in using community engagement strategies within the Community Development model.
4. Previous experience in facilitating the participation and inclusion of families with children with disabilities in the community.
5. An understanding of and commitment to the importance of play during early childhood (play-based learning opportunities)
6. Demonstrated ability to facilitate a group-based project.
7. A proven ability to collect data and prepare written evaluation reports.
8. Ability to complete administration tasks in a timely manner.
9. Excellent interpersonal skills and ability to interact and communicate effectively with other professionals and stakeholders from varying social contexts
10. Experience using Microsoft Office and Databases.
11. Be willing to drive between playgroups and services in order to meet program requirements.

### Desirable

1. Ability to use visual communication aids or sign language.
2. Ability to implement practice standards in a group environment

### Conditions of Employment

- Current Working with Children Check
- Satisfactory criminal history check (National Police Certificate)
- Current Victorian Drivers License
- Access to a road worthy, fully insured vehicle for travel

- Other conditions in accordance with SACS Award/Australian Workplace Agreement.
- Compliance with all organisational policies.

May 2019