

POSITION DESCRIPTION

MyTime Peer Support Facilitator

Reports to:	Victorian MyTime Coalition Coordinator
Hours of Work:	Part-Time – Tuesdays, 4 hours per week for 40 weeks.
Location:	North Melbourne
Salary Banding:	Social and Community Services Employee Level 4

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:

Facilitate the MyTime peer support group

The group facilitator will ensure that MyTime groups meet the basic requirements of the program. The MyTime facilitator will:

- Plan the dates of each session to ensure that the minimum number of session time is completed.
- Complete a session plan for each term with a variety of topics planned. Ensure that the session plan includes some sessions with guest speakers and some sessions to enhance self-care to participants.
- Manage any group dynamics that arise
- Promote the MyTime group in the local area

Ensure all administrative tasks are complete

- Set up the venue for each meeting, including completing a safety check
- Prepare group resources required for the meeting
- Organise visiting professionals and community members to meet the group
- Complete attendance sheets after each session and email/send to Playgroup Victoria promptly after each session.
- Ensure that parent registration forms are available at each session and are completed and sent to Playgroup Victoria in a timely manner
- Support and encourage parents to complete parent satisfaction surveys as required.

Support and guide groups

- be responsive to local needs and promote parent participation in the design and content of program
- use an accessible and inclusive approach that is responsive, respectful and supportive of language and culture
- focus on building parents' strengths and skills
- Ensure all new families that attend feel welcome and accepted.

Participate in orientation activities and professional development

It is expected that group facilitators complete all program orientation requirements and participate in ongoing professional development opportunities both internally and externally. Playgroup Victoria is open to any professional development requests made by the facilitator.

Participate in the ongoing development of the program and share insights and ideas with other group facilitators

Group facilitators will contribute to the ongoing development and improvement of the program. This includes content ideas, format and style of resources, and additional tools for group facilitation. PRC will set up systems and forums to ensure this happens.

Contribute to the development of the MyTime program.

Where applicable, assist in setting up new MyTime groups and supporting existing MyTime groups to grow.

Supervise and support the Play Helper

Where children are present a Play Helper may be recruited to conduct activities with the children while the parents/carers are engaged in group discussions. The Facilitator is responsible for supervising the Play Helper and ensuring they are appropriately resourced and supported.

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

- Help parents participating in MyTime groups to develop relationships with other parents of children with disabilities and chronic medical conditions.
- Increase participating parent's knowledge of caring for a child with a disability or chronic medical condition.
- Develop strong linkages between MyTime group participants and the broader community, including relevant partnerships and appropriate networks.
- Ensure parents who participate in the MyTime groups feel supported in their caring role.
- Inform parents and caregivers about services in the broader community.

Key Selection Criteria

1. Qualifications or considerable experience in early childhood, special education, disability services, family support, community development, social work or other area relevant to the position.
2. Demonstrated ability to lead and manage a group-based project.
3. Demonstrated skills in group facilitation.
4. Demonstrated experience in networking and promotion of a program.
5. A proven ability to collect and report on evaluation data.
6. Ability to complete administration tasks in a timely manner.
7. Excellent interpersonal skills and ability to interact and communicate with stakeholders from varying social contexts and other professionals within the field.

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.

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