
POSITION TITLE:	Supported Playgroup Facilitator
RESPONSIBLE TO:	Director Primary and Community Services
DEPARTMENT:	Community Services
AWARD:	Health Professionals
CLASSIFICATION:	Dependent on skills and experience
REPORTS TO:	Manager of Community Services
CONTRACT:	Part Time Fixed Term

POSITION STATEMENT

In conjunction with the Early Years' Team; develop and implement programs and activities to meet children's social, emotional, physical, intellectual and developmental needs, in a culturally appropriate setting with consideration to individual and group activities.

The Supported Playgroup Worker will work with families attending Supported Playgroups and will:

- Implement and promote the Smalltalk parenting program within the supported playgroup setting
- Complete family enrolment forms and other relevant data to comply with reporting requirements
- Assist in the planning and facilitation of the group in conjunction with early years staff
- Develop parents/caregivers' skills and confidence to participate in, organise and run their playgroup independently if required
- Support families in implementing and participating in developmentally appropriate play experiences with their young children, both at playgroup and outside of playgroup sessions
- In conjunction with early years' staff, assist parents in accessing parenting information, other family support services and agencies within their community.
- Work with the early years' staff to ensure a safe, secure, relaxed and welcoming environment exists within the group.

RESPONSIBILITIES AND KEY PERFORMANCE INDICATORS (Outcomes)

Support the establishment, implementation and transition of a Supported Playgroup to achieve Playgroup Program objectives and outputs in the local community including:

- Establishing and implementing the Supported Playgroup in accordance with the Australian Government Playgroup Program Guidelines, Supported Playgroup Program National Quality Assurance Framework, Supported Playgroup Program Risk Management Plan, as advised and directed by the State Supported Playgroup

Coordinator and Playgroup Australia's National Program Manager – Supported Playgroups

- Engaging and supporting families and their children so that they can enjoy a safe playgroup experience at all times
- Promoting the Supported Playgroup within the community to encourage active and ongoing participation by families from the Playgroup's primary target group
- Empowering families to organise and manage playgroup activities independently wherever possible, including mentoring individual parents within the Supported Playgroup who have the capacity and willingness to assume leadership roles
- Demonstrating and offering advice on implementing suitable play experiences in line with the participants' expectations and the developmental needs of the children, including providing culturally appropriate activities
- Following up families whose absence is noted and encouraging these families continued participation
- Mentoring the Playgroup or selected members to ensure they have a good understanding of local family support resources
- Working in partnership with Playgroup Association staff so that the Playgroup is sustained as a self-managed, community playgroup in future years

Data and Evaluation:

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

In consultation with the State Supported Playgroup Coordinator:

- Work collaboratively with partnering organisations to establish and implement the Supported Playgroup
- Liaise with venue providers to ensure a safe environment for all staff, volunteers and playgroup participants
- Establish and maintain networks with local service providers and other community agencies
- Respond to local enquiries from families and service providers to facilitate access to the Supported Playgroup

QUALIFICATIONS

- Advanced Diploma Early Childhood or equivalent or working towards qualification

KNOWLEDGE, SKILLS and ATTRIBUTES

- Have the ability to engage families to create the optimum environment for the growth and development of their children at home and in educational settings.
- Have the ability to manage children with behavioural problems and work with parents to develop child management strategies and stable home routines.
- Plan and implement programs and review and evaluate them.
- Work with early years' professionals to assess needs and develop child support strategies

HUMAN RESOURCES

- Employees must comply with and demonstrate the Organisational Behavioural Values **Respect, Integrity, Compassion, Excellence, Community**
- All employees of Orbest Regional Health are required to participate in an annual Performance review and planning process, ensuring all documentation is provided for the personnel file.
- Participate in the annual review and planning process, completing an annual performance review which is in line with the strategic objectives of Orbest Regional Health
- During the annual performance review discussion review the annual information updates as listed in attachment 2.
- All employees will undertake an organisational orientation induction program and complete training requirements relevant to position, including mandatory training as listed in attachment 1.
- On an annual basis complete mandatory training as per attachment 1.
- ORH promotes the safety and wellbeing of all children and particularly those from culturally and/or linguistically diverse backgrounds. Working with children checks are required for staff who work with children under 16, and understanding of implementation of safe practices with children including mandatory reporting of child abuse is a requirement of ongoing employment.

ADMINISTRATION

- Be conversant with Orbest Regional Health policies and procedures and be able to demonstrate how to access relevant policies and procedures using the PROMPT system

OCCUPATIONAL HEALTH AND SAFETY

- Ensure that work practices are carried out in accordance to the Occupational Health and Safety policies, and the operational policies and procedures of the organisation.
- Ensure daily tasks are carried out in such manner that minimises risks to patients/residents, other staff members and visitors.
- Are confidently able to complete a Riskman incident report and report any safety issues immediately to the supervisor and/or Safety Representative.
- Ensure that infection control guidelines and requirements are known and incorporated into daily work activities.

QUALITY AND SAFETY

- Demonstrate a commitment to the delivery of quality services.
- Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role.
- Ensure all Multi Purpose Service activities are in accordance with the

- National Safety and Quality Health Service Standards (organisation wide)
 - Community Care Common Standards (Home and Community Care)
 - Department of Human Services Standards (Disability and Homelessness Support)
 - Royal Australian College of General Practitioners Standards (Medical Clinic);
 - Diagnostic Imaging Standards (Radiology).
- Actively participate in the Orbest Regional Health quality program and accreditation processes against the above standards.
 - Are confidently able to complete a RiskmanQ quality activity.
 - Be able to identify risks and follow the Orbest Regional Health Risk Management Policy and procedure.
 - Have processes to monitor and evaluate the performance of the services provided by the work area.
 - Be aware of Orbest Regional Health’s approach to quality and safety that includes: Risk management, Clinical governance, Patient centred care and Consumer rights and responsibilities, Diversity, Workplace Health, Safety & Wellbeing, Performance reporting and Monitoring, Partnering with Consumers, Quality Improvement and Open Disclosure. Refer Staff Guides located in Prompt.

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AUTHORITY AND CONDITIONS

- All employees of Orbest Regional Health must sign a Confidentiality Statement. This is to ensure that employees shall not at any time, either during the period of employment, or at its completion, divulge either directly or indirectly to any person, confidential knowledge or information acquired during the course of this employment.
- All employees of Orbest Regional Health are required to recognise consumer rights and operate within the Charter of Human Rights.
- Adhere to the level of authority under the Organisation Instrument of Delegation.
- This position carries a Level N/A under the Instrument of Delegation.

I have read, understood and accepted this Position Description.

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(Employee Name)

.....
Executive Title

.....
Signature

.....
Signature

.....
Date

.....
Date

Orbest Regional Health reserves the right to review and amend this document at its discretion.

KEY SELECTION CRITERIA

Essential Criteria

- An understanding of and commitment to the importance of play during early childhood
- A proven capacity to work with families from the Supported Playgroup's primary target group
- A demonstrated ability and affinity to work within a team to achieve program objectives and organisational goals within required timeframes
- Ability to collect and report data
- Current Working with Children Check
- Current National Police Check
- Ability to attend 3 day Supported Playgroup training (Melbourne)
- Small talk facilitator qualification or working towards
- Advanced Diploma Early Childhood or equivalent or working towards

Desirable Criteria

- Previous experience in early childhood settings would be an advantage.
- Current Drivers Licence

Orbost Regional Health Position Description - Attachment 1

Organisation wide – Mandatory Training

Focus area	Frequency	Classification	Staff	Training Type	Committee Responsible
Emergency Response	Orientation & Annual	Mandatory	All ORH Staff	Online training	Emergency Preparedness & Resilience
Manual Handling	Orientation & Annual	Mandatory	All ORH Staff	Online training	OH&S
No Lift	Orientation & Annual	Mandatory	Nursing Staff	Online training and practical assessment	OH&S
Hand Hygiene	Orientation & Annual	Mandatory	All ORH Staff	Online training	Infection Control
Basic Life Support	Orientation & Annual	Mandatory	All Nursing Staff Medical Staff	Self-directed learning package-clinical skills practical assessment	Clinical Standards
Medication Administration General Adult & IV competency	Orientation & Annual	Mandatory	All Nursing staff (including medication endorsed ENs).	Online training	Clinical standards
Falls Prevention	Orientation & Annual	Mandatory	All nursing staff	Online training	Clinical Standards
Neonatal Resuscitation	Orientation & Annual	Mandatory	All Midwives	Online training	Clinical Standards
Advanced Life Support	Orientation & Annual	Mandatory	All ALS responders – grade 5/ ANUMs	Self-directed learning package-clinical skills practical assessment	Clinical Standards
Triage	Orientation & Annual	Mandatory	Grade 5 / ANUM	Online Training	Clinical Standards
Blood Safe	Orientation & Annual	Mandatory	All Nursing Staff	Online Training	Clinical Standards
Aseptic Technique	Orientation & Annual	Mandatory	All Nursing & Medical Staff	Online Training	Infection Control
Bullying and Harassment	Orientation & Annual	Mandatory	All ORH Staff	Online Training	People and Culture
Risk Management	Orientation & Annual	Mandatory	Managers	Online Training	OH&S
Occupational Violence	Orientation & Annual	Mandatory	All ORH Staff	Online Training	OH&S
OHS	Orientation & Annual	Mandatory	All ORH Staff	Online Training	OH&S
Cybersecurity training for health services	Orientation & Annual	Mandatory	All ORH Staff	Online Training	MPS Managers

Orbost Regional Health Position Description – Attachment 2
Organisation wide – Orientation & Annual Information Update

Focus area	Frequency	Classification	Staff	Training Type
Occupational Health & Safety	Orientation & Annual	Info Update	All ORH Staff	Manager Discussion
People & culture	Orientation & Annual	Info Update	All ORH Staff	Workshop
Diversity	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Clinical Governance	Orientation & annual	Info Update	All ORH staff	Manager Discussion
Resource Management	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Risk Management	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Quality Improvement	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Partnering with Consumers	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Performance Reporting and Monitoring	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Patient Rights & Responsibilities	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Emergency management & Business Continuity	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Review & Planning Process	Orientation & 2years	Info Update	All ORH staff	Manager Discussion
Environmental sustainability	Orientation & 2years	Info Update	All ORH staff	Manager Discussion