



## Programs Team

Role Profile	
<b>Role Title:</b>	Program Facilitator
<b>Employment</b>	Fixed-term until 30 June 2022
<b>Location:</b>	Regional (Port Augusta)
<b>Line of support:</b>	Programs Partner, Programs Team
<b>Hours per week</b>	22
<b>Time</b>	<b>Key focus</b>
70%	Service Delivery
10%	Data collection & reporting
10%	Collaboration & Partnerships
10%	Administration & Management
Essential Skills, Experience & Education	
<ul style="list-style-type: none"> <li>• Knowledge of statutory requirements relevant to work.</li> <li>• Sound knowledge of early childhood development and family support.</li> <li>• Experience planning and implementing programs for young children and their families.</li> <li>• Tertiary qualifications and/or experience in early childhood, community development, social work or related discipline.</li> <li>• Competent in managing time, setting priorities, planning and organising your own work.</li> <li>• Competent using MS Office programs.</li> <li>• Minimum Cert III in Early Childhood Education and Care, Community Services or Family Services.</li> </ul>	
Special conditions	
<ul style="list-style-type: none"> <li>• Current Working With Children's Check.</li> <li>• Current Safe Environments for Children and Young People (previously Child Safe Environment) Training.</li> <li>• Current Driver's Licence and ability to travel to Playgroups on Tuesday and Thursday mornings using own transport.</li> <li>• Current First Aid Certificate.</li> </ul>	
Key Responsibilities: (Deliverables & reporting)	
<p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>• Plan and facilitate the Every Body Play Supported Playgroups, weekly during school term to achieve the Program Outcomes.</li> <li>• Appropriately engage and support families and their children so that they can enjoy a safe, quality Playgroup experience.</li> <li>• Demonstrate and offer advice on implementing suitable play experiences in line with the families' expectations and the specific needs of participating children, including providing culturally appropriate activities.</li> <li>• Following up families whose absence is noted and encouraging these families continued participation.</li> <li>• Provide information to participating families about other early intervention services, relevant family support services and agencies within their local community.</li> </ul>	



- Liaise with other early intervention service providers and professionals as necessary to support the participation of identified children and their families in the Playgroup.

### **Data collection & reporting**

- Collect registration, membership, attendance and outcome data from participating Playgroup families.
- Provide additional reports as directed, and when required by the Program Manager.
- Collect feedback, survey and evaluation forms for the Supported Playgroup program.

### **Collaboration & Partnerships**

- Promote Every Body Play Supported Playgroups within the community to encourage active and ongoing participation by families with children.
- Work collaboratively with partnering organisations to establish and implement “Every Body Play Supported Playgroups”.
- 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 the families with children needs.
- Respond to local inquiries from families and service providers to facilitate access to the Supported Playgroup.
- Participate in training and professional development activities in accordance with Playgroup SA’s requirements and directives.

### **Administration & Management**

- Maintain confidential and accurate information in line with the Privacy and Confidentiality Policy.
- Maintain a stakeholder list of key referral partners to support families.
- Collate consent, registration, attendance and outcome data for PGSA staff and where directed, for external funders.
- Contribute to interpretation and administration of areas of work for which there are no clearly established procedures.

Signature:

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Full name:

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Dated:

this

day of

20

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