



# Role Profile: Program Facilitator

## Programs Team

Role Profile	
<b>Role Title:</b>	Program Facilitator , Programs Team
<b>Tenure:</b>	Fixed Term Contract
<b>Location:</b>	Prospect
<b>Line of support:</b>	CEO / Program Development Team
<b>Time</b>	<b>Key focus</b>
70%	Service Delivery
15%	Data collection and reporting
15%	Collaboration & Partnerships
Key Responsibilities: (deliverables & reporting)	
<b><u>Service Delivery</u></b> <ul style="list-style-type: none"><li>• Facilitate the PALS Playgroup program weekly during school terms to achieve the Program outcomes<ul style="list-style-type: none"><li>- Promoting the Supported Playgroup within the community to encourage active and ongoing participation by families with children who have a disability.</li><li>- Appropriately engage and support families and their children so that they can enjoy a safe, quality playgroup experience at all times.</li></ul></li><li>• Work closely with the CASR organisation to ensure play experiences are aligned with the families, expectations, and the specific needs of participating children, including providing culturally appropriate activities.</li><li>• Follow-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><li>• Liaising with other early intervention service providers and professionals as necessary to support the participation of identified children and their families in the playgroup.</li><li>• Where identified and/or requested, complete evaluation questionnaires with families.</li></ul>	
<b><u>Data collection and reporting</u></b> <ul style="list-style-type: none"><li>• Collect registration, attendance, and outcome data of attending children and families.</li><li>• Support families to provide feedback to improve program quality.</li><li>• Maintain confidential and accurate information (in line with Privacy Policy) on each Supported Playgroup participant.</li></ul>	



# Role Profile: Program Facilitator

## **Collaboration & Partnerships**

- Work collaboratively with partnering CASR 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 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 State Playgroup Association requirements and directives.

Signature:

---

Full name:

---

Dated:

this

day of

20

---