



Playgroup  
Queensland

## Position Description

### Position Details

<b>Position Title:</b>	Play Helper MyTime
<b>Status:</b>	Casual
<b>Service Delivery Group:</b>	Family and Member Support
<b>Location:</b>	Various
<b>Classification:</b>	SCHCDS 1
<b>Position Reports To:</b>	Executive Manager Family and Member Support

### Purpose of the Position

Playgroup Queensland Ltd (PGQ) is a registered charity with the Australian Charities and Not-For-Profit Commission. In conjunction with government, non-government and community agencies, PGQ supports and establishes state and national parenting programs aimed at families with young children. PGQ also acts as a voice to government and the wider community on early childhood and parenting.

PGQ has been operating for more than 40 years and is a member of Playgroup Australia, along with other states and territory bodies. PGQ is a not-for-profit community organisation with a focus on better outcomes for families with young children from all abilities and cultural heritages. PGQ aims to connect with families, children and the community.

The purpose of the MyTime Play Helper is to facilitate child-related play activities and assistance to children while parents/grandparents participate in activities and discussions. Parents / grandparents will still be responsible for the safety and well-being of their children whilst the Play Helper provides care for the children, to encourage parents / grandparents to spend time with their peers.

### Key Relationships

**Internal Relationships:**

- Executive Manager Family & Member Support
- Facilitator MyTime
- Playgroup Queensland Staff

**External Relationships:**

- Partnering Organisations
- Local Service Providers
- Relevant Community Organisations

### Key Responsibilities

The key responsibilities for this role will include the following, as well as those that may be delegated from time to time by the MyTime Facilitator:

#### Program Establishment and Implementation

- Assist the facilitator to create an environment that is welcoming and safe, and is supportive of children's play.

- Role model safe children’s play and assist children to negotiate the opportunities and challenges of being part of a social group.
- Aim for a calm relaxed environment where children are encouraged to move freely and safely.

**Compliance and Administration**

- Ensure compliance with all PGQ Policies and Procedures including Valuing Children Child Protection Policy, and Occupational Health and Safety to ensure a safe work environment for yourself and all others.

**Demonstrate Playgroup Queensland Competencies (Selection Criteria)**

Within the context of the role described above, the ideal candidate will be someone who can demonstrate the following competencies and attributes:

- SC1 Well-developed interpersonal skills when interacting with others
- SC2 Consistently presents a warm, welcoming, friendly and approachable manner to participating families.
- SC3 Demonstrates sound understanding of age appropriate toys and equipment for children under school age.
- SC4 Experienced working within a group setting that requires the ability to model positive strategies when dealing with children’s behaviour.
- SC5 Able to work cooperatively and under direction where required.

**Other Requirements for this Role**

- Must hold or be eligible for a Working with Children Check (Blue Card) under the Commission for Children and Young People and Child Guardian Act 2000 (QLD).
- My Time Play Helpers must be registered with PRC and appropriately skilled.

**Additional Information**

- The duration of this position will be dependent on availability of ongoing funding and viability of the program.
- A non-smoking policy applies in PGQ buildings, offices and motor vehicles.
- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation.
- You will work for an organisation that values its people and encourages innovation and participation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.
- You will be actively supported in your role including access to learning and development opportunities.

**Conditions of Employment**

<b>Hours of work:</b>	Employment is casual and hours of work are up to 16 hours a term.
<b>Remuneration package</b>	Terms and conditions of the <i>Social, Community, Home Care and Disability Services Industry Award 2010</i> apply. Award Wage rate payable for this role is Level 1. Compulsory employer superannuation contribution paid in addition to Award wage if applicable.

**ACKNOWLEDGMENT ACCEPTANCE OF POSITION DESCRIPTION**

I have received a copy of the Position Description, have read and understand its contents.

Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature\_\_\_\_\_