

Position Description

Position Details

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| Position Title: | Facilitator MyTime |
| Status: | Casual |
| Service Delivery Group: | Programs and Services |
| Location: | Various |
| Classification: | SCHCDS Level 3 |
| Position Reports To: | Coordinator MyTime |

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 primary role of the Facilitator is to provide support to families attending the MyTime program and encourage the development of positive social interactions. The Facilitator will focus on the development and delivery of various educational activities suitable for the families participating in the program. The Facilitator is responsible for marketing the program to the wider community and ensuring regular attendance by participating families.

Key Relationships

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| Internal Relationships: | Coordinator MyTime Play Helper MyTime PGQ Staff and Volunteers |
| External Relationships: | Partnering Organisations Local Service Providers and Community Partners |

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 Coordinator MyTime:

Program Establishment and Implementation

- Organise and deliver a total of 64 hours of group sessions for MyTime parents and carers and endeavour to maintain an average of six attendees per session over a twelve month period.
- Help parents or carers share their experiences and work to reduce stress levels and feeling of isolation.
- Assist parents and carers build supportive relationships with each other and the community and endeavour to establish an environment that gives them time to look after their own needs, build confidence, resilience and form friendships.
- Assist parents or carers to help other parents or carers learn more about the range of services in their local area so that it provides links into the community through informal friendships and through more formal avenues of service and programs.
- Discuss and explore topics and activities with the group including guiding discussions and providing any necessary support
- Recommend activities at the group sessions that help create an inclusive environment for all whilst ensuring that parents or carers take responsibility for choosing topics and activities relevant to their needs.
- Develop and deliver various educational activities suitable for the families participating in the program
- Provide quality-assured evidence-based content from the Parenting Research Centre Melbourne website to participants (www.parentingrc.org.au/)
- Promote and market the MyTime program to the wider community and ensure regular attendance by participating families.
- Provide supervision and guidance to Play Helpers as required.

Compliance and Administration

- Ensure new parents receive, complete and return Parenting Resource Centre (PRC) and Playgroup Qld enrolment forms before attending the third session and forward to the Coordinator MyTime.
- Ensure attendance sheets are completed and forwarded to the My Time State Coordinator.
- Provide parents with a timetable of activities each term and ensure participants are notified early of upcoming sessions and outings via email or phone call.
- Complete all administrative tasks required to ensure effective delivery of the My Time Program, this includes preparing all relevant correspondence and reports.

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 Proven ability to facilitate group based sessions using strengths based approach.
- SC2 Strength in facilitating group based discussions, managing conflicts and guiding collaborative outcomes.
- SC3 High standard of written communication skills including an ability to collect and report on data and prepare relevant evaluation reports.
- SC4 Excellent interpersonal skills including ability to interact and communicate with stakeholders from various social contexts and other professionals within the field.
- SC5 Sound computer skills and experience with Microsoft programs and software especially Word, Excel and Outlook.

Other Requirements for this Role

- Qualifications in disabilities or family support desirable.
- Access to telephone, email and internet facilities.
- Hold a Class C Driver's License
- Must hold or be eligible for a Working with Children Check (Blue Card).
- Work involves the delivery of activities taking place in a variety of indoor and outdoor locations throughout metropolitan, regional and rural Queensland. Setting up play environments will require the staff member to undertake physical tasks.
- MyTime Facilitator must be registered with PRC.

Additional Information

- The duration of this position is dependent on sustainability of MyTime funding agreement.
- 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 work health and safety legislation.
- You will work for an organisation that values its people and promotes innovation, participation and a culture of high performance. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.

Conditions of Employment

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| Employment status: | Employment is Casual |
| Hours of work: | Up to a total of 15 hours per term during times appropriate for conducting the work. |
| Remuneration package | Terms and conditions of the <i>Social, Community, Home Care and Disability Services Industry Award 2010</i> apply. Award wage rate for this role is Level 3 Compulsory employer superannuation contribution paid in addition to award wage. |

ACKNOWLEDGEMENT AND ACCEPTANCE OF POSITION DESCRIPTION

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

Name _____ Date ____/____/____

Signature_____