



Position Description

Position Details

Position Title:	Play Helper
Status:	Casual
Division:	Programs and Services
Unit:	Supported Programs
Classification:	SCHCDS Level 1
Position Reports to:	Manager Supported Programs

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 Play Helper is to assist the Playgroup Regional Representative and/or the Facilitator to deliver the Mt Isa Region Playgroup Initiative in partnership with Centacare North Queensland Communities for Children. The Initiative has a particular emphasis placed on Indigenous and vulnerable families who may be marginalised from universal services.

Key Relationships

Internal Relationships:	Playgroup Executive Manager Programs and Services Playgroup Manager Supported Programs Playgroup Regional Representative
External Relationships:	Playgroup Staff and Volunteers Partnering Organisations Local Service Providers

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 Manager Supported Programs:

Support and encourage families attending Playgroup:

- Assisting the Playgroup Regional Representative to facilitate Playgroup.
- Prepare necessary materials and equipment as required prior to each Playgroup session.
- Prepare and encourage healthy eating at morning tea.
- Encourage parent/carer participation in setting up and packing up of toys and equipment at Playgroup.

- Ensure toys and equipment are maintained in good clean working order.

At the direction of the Playgroup Regional Representative and/or Facilitator:

- Motivate local volunteers to promote and support Playgroup activities using a strengths based approach.
- Encourage parent/carer participation in children’s activities and engagement with their children
- Role model positive play and support of children’s play activities.

Compliance and Administration

- In consultation with the Playgroup Regional Representative and/or Facilitator, review each Playgroup session and plan for the following week.
- Comply with all PGQ policies and procedures to ensure a safe work environment.

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 Qualifications and/or experience in Children’s Services.
- SC2 Friendly and approachable manner with the ability to be actively involved in Playgroup.
- SC3 Experience in supporting parents to engage with their children through play.
- SC4 Ability to model positive strategies when dealing with children.
- SC5 Self-motivated and portrays an encouraging manner to others to develop self-help skills through a strengths-based approach.

Other Requirements for this Role

- Certificate in Children’s Services and or experience in early childhood.
- Current ‘C’ class drivers licence
- Must hold or be eligible for a Working with Children Check (Blue Card)

Additional Information:

- The duration of this position is dependent on sustainability of the Mt Isa Region Playgroup Initiative Funding.

Employment status:	Employment is casual
Hours of work:	24 hours a fortnight during school terms only at 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 1 which equates to \$23.50- \$25.16 an hour. 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. I have read and understand its contents.

Name _____ Date ____/____/____

Signature_____