

Position Title	Playgroup Facilitator
Location	Hackham Community Centre
Child Safety (Prohibited Persons) Act 2016	Prescribed
Award	Social, Community, Home Care & Disability Services Industry Award 2010
Classification	Social and Community Services Employee Level 2
Reporting Relationships	Reports to the Team Leader, Community Connection Direct reports: - Nil

Position’s Primary Purpose

The Playgroup Facilitator will support the delivery of a variety of developmentally appropriate play sessions that support positive parenting, opportunities for socialisation, enriched play and nutrition.

Key Accountabilities

- Interact with client group in a positive manner that encourages the development of positive relationships with peers, staff, family and other members of the community
- Direct and lead the delivery of high quality crèche/children’s services
- Deliver play sessions with developmentally appropriate activities across all development domains
- Plan and prepare meals for clients that are well balanced healthy food choices
- Actively engage with the young children and model appropriate play
- Provide feedback to caregivers regarding their child’s involvement and participation in play session
- In conjunction with the Team Leader, Community Connection contribute to the on-going review, planning and continuous improvement for crèche play sessions
- Maintain accurate sign in details and records of play sessions
- Enter all registrations for play groups into organisational data base and provide information for funding reporting
- Complete accident/incident report when necessary and report this information to caregivers and Team Leader, Community Connection

Key Relationships

Who	How
Internal	
Supervisor	Liaise on programs, play sessions, emerging issues and report key information and/or critical incidents that occur during the delivery of crèche services
Community Connection Team	Work collaboratively across the team and the broader organisation to deliver and support a high quality services
External	
Clients	Provide quality client-centric services and support to the parents and children attending the community centre programs

Core Values

Junction aspires to deliver flexible and responsive services that are underpinned by the following core values:

 <p>IMPACT</p>	 <p>PASSION</p>	 <p>INTEGRITY</p>	 <p>RESPECT</p>	 <p>COLLABORATION</p>
<p><i>We are determined to make a meaningful difference with a long-term impact and ripple effect of positive change.</i></p>	<p><i>Our tenacity brings passion to our purpose, fuelling our motivation and unwavering commitment to drive change.</i></p>	<p><i>Trusting, fair and supportive, we act with openness and honesty, preserving the dignity for the clients and tenants we work with.</i></p>	<p><i>We have an inherent belief in the value of all people and respect the right to navigate life's complexities with choice and control.</i></p>	<p><i>United by compassion and a true sense of solidarity, we are a like-minded group working together towards our vision.</i></p>

Capability Summary

The Junction People Capability Framework applies to all employees and is key in ensuring our Values are embedded in all we do. See attached list of all capabilities for the level of this role.

CAPABILITY GROUP	CAPABILITY NAME			
OUTCOMES FOCUSED	Positively impact clients	Deliver results	Drive innovation	Plan and prioritise
PERSONAL ATTRIBUTES	Act with integrity	Live our values and embrace	Show resilience and adaptability	Display self-awareness and motivation
POSITIVE RELATIONSHIPS	Client centric	Influence and negotiate	Communicate effectively	Work collaboratively
LEADERSHIP & PEOPLE MANAGEMENT	Inspire and lead with purpose	Manage through our Values	Support and develop our people	Make sound and agile decisions
BUSINESS ENABLERS	Manage change	Optimise resources	Leverage technology	Understand financial requirements

Position Requirements

- A satisfactory Working with Children Check (WWCC) or General Probity Check must be completed, (as applicable), prior to commencing employment and maintained thereafter
- Current Safe Environments Certificate is required and the employee must comply with relevant state legislation to support a child safe organisation
- Current Senior First Aid is required and maintained thereafter

Selection Criteria

Education and Knowledge

- Certificate III in Early Childhood Education and Care or equivalent – essential
- Understanding of child behavioural management strategies
- Understanding of complex needs of children, and families at risk - desirable
- Knowledge and understanding of child, and family development including developmental milestones from birth to age five – desirable
- Knowledge of health needs of young children and available Community resources - desirable

Skills and Experience

- Experience in working in a childcare or playgroup setting
- Demonstrated understanding of safe food handling practices
- Sound verbal communication and interpersonal skills with a client service focus
- Demonstrated ability to work independently and as part of a team
- Basic knowledge of Microsoft Office and internet

Equal Employment Opportunity

Junction is an equal opportunity employer that embraces a culture of diversity. We encourage applications from the Aboriginal and Torres Strait Islander community, people with disability, and people from every culture, gender and sexuality identity, age and ethnic background. Junction is committed to being a Child Safe organisation and has zero tolerance for child abuse.



OUTCOMES FOCUSED	PERSONAL ATTRIBUTES	POSITIVE RELATIONSHIPS	LEADERSHIP & PEOPLE MANAGEMENT	BUSINESS ENABLERS
<p>Positively Impact Clients</p> <ul style="list-style-type: none"> Actively works to understand clients/customers and stakeholders Engages clients/customers in a friendly and appropriate manner Shows respect for clients/customers and stakeholders 	<p>Act with integrity</p> <ul style="list-style-type: none"> Acts in accordance with Junction Values and Code of Conduct Is honest, ethical and professional Acknowledges mistakes and learns from them 	<p>Client Centric</p> <ul style="list-style-type: none"> Actively works to understand clients/customers and stakeholders Engages clients/customers in a friendly and appropriate manner Shows respect for clients/ customers and stakeholders 	<p>Inspire and lead with purpose</p> <ul style="list-style-type: none"> Supports others to understand the organisational direction Contributes to the development of team goals and helps others to do the same Recognises and acknowledges team members achievements and successes 	<p>Manage change</p> <ul style="list-style-type: none"> Supports and participates in change initiatives, assisting others to understand Recognises doubts about change in the workplace and is open to transparent conversations about those doubts Recognises barriers to change, both own and colleagues, supporting each other to accept and facilitate change
<p>Deliver results</p> <ul style="list-style-type: none"> Focuses on own performance and seeks to deliver quality services Seeks clarity of tasks, asks questions, knows what is expected of them Energetically approaches challenges Reports progress and any potential delays or issues which may impact on others 	<p>Value and embrace diversity</p> <ul style="list-style-type: none"> Sees differences in people as valuable and potential assets Values diversity of thought and includes everyone within the team Is open-minded – listen to learn and understand 	<p>Influence and negotiate</p> <ul style="list-style-type: none"> Contributes to finding effective solutions that influence positive outcomes Works with team to manage workload and/or priorities Participates in discussions to resolve differences with others 	<p>Contributes to a positive focus safety</p> <ul style="list-style-type: none"> Shows genuine care for the safety and wellbeing of self, others and the communities Follows all Work, Health and Safety policy/procedures, contributes to safety and works with others to achieve a zero-harm environment 	<p>Optimise resources</p> <ul style="list-style-type: none"> Works with team members to make effective use of resources to maximise service outcomes Works with team members to ensure a combined and accurate understanding of processes and practices for the work place Works with team members to identify team expectations and standards with a focus on efficiency
<p>Drive innovation</p> <ul style="list-style-type: none"> Shows a willingness to try new ways of working Generates and shares ideas about ways to continuously improve work and solve problems Looks for better ways to achieve the right outcome 	<p>Show resilience and adaptability</p> <ul style="list-style-type: none"> Works to embrace and assist change Helps to engage others in the change process Shows resilience in times of uncertainty 	<p>Communicate effectively</p> <ul style="list-style-type: none"> Actively listens to clients/tenants and colleagues Contributes to team discussions and planning Keeps stakeholders informed of progress and issues 	<p>Support and develop our people</p> <ul style="list-style-type: none"> Responds flexibly to changing demands Helps others to identify development opportunities to increase capability 	<p>Leverage technology</p> <ul style="list-style-type: none"> Is familiar and confident in using office software applications and technology Understands the function of the technology currently used in role Understands and complies with information, communication and document control policies, systems and security protocols
<p>Plan and prioritise</p> <ul style="list-style-type: none"> Sets priorities and organises self to meet deadlines Discusses and agrees work plans, timelines and goals with direct lead Regularly tracks progress on work tasks and adjusts work priorities accordingly Provides input to the development of team work plans and goals 	<p>Display self-awareness and motivation</p> <ul style="list-style-type: none"> Looks for opportunities to learn from the feedback of others Is prepared to challenge self and take calculated risks Is open to development of capabilities that help attainment of goals 	<p>Work collaboratively</p> <ul style="list-style-type: none"> Helps others who need guidance or direction on a job Shares information, ideas Acknowledges others' efforts 	<p>Make sound and agile decisions</p> <ul style="list-style-type: none"> Makes and implements routine decisions on daily work in a timely manner Consults and seeks necessary information as a basis for decisions Explores various possibilities and generate innovative solutions 	<p>Understand financial requirements</p> <ul style="list-style-type: none"> Understands budgets can only be used for intended purposes Appreciates the importance of accuracy in estimating costs, analysing financial data and recording transactions Uses all resources wisely and efficiently