

Position Description

[Supported Playgroup Officer]



Position Details

Position Title	Supported Playgroup Officer
Position Number	100220 & 100348
Classification	Band 5
Division	Community Strengthening
Branch	Family, Youth and Children's Services
Unit	Family Services
Reports To	Team Leader Family Programs and Inclusion
Employment Essentials	<ul style="list-style-type: none">• Working with Children Check• National Police Check•

Yarra City Council is committed to being a [child safe organisation](#) and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islander peoples, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

At Yarra Every Job is a Climate Job

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community.

Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

Organisational Context

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

Yarra City Council's Family, Youth and Children's Services Branch is an innovative team that works interconnectedly to support and improve the lives and outcomes of children, families and young people. The branch provides services and programs, and plans for, advocates, and partners with others so that children, young people and their families experience integrated and seamless services through the life stages from birth to 25 years.

The Family, Youth and Children's Services Branch has five interconnected service units:

- Children's Services provides, supports, and strategically plans for early childhood and education and care services across the municipality,
- Connie Benn Centre is an integrated family and children's hub,

Position Description

[Supported Playgroup Officer]



- Family Services includes Maternal and Child Health, immunisation, Integrated Family Services, and playgroups,
- Service Planning and Development leads, coordinates, and supports policy, research, evaluation, strategic service planning and projects, and branch administration,
- Youth and Middle Years Services works in partnership with young people to provide programs, advocacy and youth engagement activities.

The branch also supports Council's Families and Children's Advisory Committee, local toy libraries, and Australia's first adventure playground - the Fitzroy Adventure Playground.

Position reports to:	Team Leader Family Programs and Inclusion
Reporting to this Position:	N/A
Internal Relationships:	Family, Youth & Children's Services Branch and other Council departments
External Relationships:	Department of Families, Fairness and Housing Victoria Parenting Research Centre Playgroups Victoria Allied Health Services Community support services Neighbourhood Houses Community members

Position Overview

This role delivers the Supported Playgroup program to achieve Council's agreed goals for families with children in Yarra.

The key objectives are:

- Support the development of playgroups in Yarra to encourage greater participation and diversity of playgroups in Yarra.
- Contribute to establishment and growth of the Playgroup Sector in Yarra.
- In collaboration with other officers and community groups, plan and deliver community development activities that promote family and children's services and programs.

Key Responsibilities

All Yarra employees:

Demonstrate leadership in reducing Yarra's emissions and building a climate resilient future by embedding climate considerations into all of Council's activities.

Service Provision

- Plan and facilitate supported playgroups in a range of venues within the City of Yarra
- Provide a stimulating, positive and enjoyable learning environment for families and children.
- Be respectful, inclusive and mindful of diverse cultural and family structures and ensure that the program is suitable and accessible to all community members.
- Carry out home visits to families to support and encourage participation in playgroups and promote play activities in the home.
- Maintain group attendance and enrolment records and other records as required by funding bodies.
- Access support for families where needs can be identified.

Position Description

[Supported Playgroup Officer]



- Maintain the safety, tidiness and hygiene of the playgroup setting.

Liaison and Networking

- Work in partnership with community organisations to provide playgroup sessions for families
- Network and liaise with sector organisations including Playgroup Victoria and other local governments to inform planning and resourcing of playgroups.
- Link playgroups to child and family services.

Administration

- Contribute information to branch and council reports relevant to playgroups.
- Undertake quarterly data collection as required by funding bodies
- Work with the Team Leader Family Programs and Inclusion to monitor current expenditure
- Collect data for annual evaluation of the playgroup service.

Accountability and Extent of Authority

- **Resource supervision:** freedom to act set by clear objectives and/or budgets, frequent consultation and regular reporting.
- **Specialist advice or regulate clients:** close supervision or clear guidelines; effect of actions taken on individual clients may be significant, but subject to appeal or review.
- **Direct support and assistance:** freedom not limited simply by standards and procedures; actions taken will have an impact on the employee supported.

Judgement and Decision Making

- May involve problem solving using guidelines, professional/technical knowledge or experience.
- Problems are occasionally complex or technical, with new situations requiring some creativity and originality.
- Guidance and advice is usually available within time to make a choice.

Management Skills

- Skills in managing time, setting priorities and planning and organising own work.
- Achieve specific objectives within available resources and timetable.
- If supervising employees - able to implement EEO, OH&S, and training and development.

Interpersonal Skills

- Ability to gain cooperation and assistance from clients, other employees and members of the public in the administration of well-defined activities.
- Write reports in field of expertise and/or prepare external correspondence.

Risk and Safety Requirements

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.

Position Description

[Supported Playgroup Officer]



- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures to meet this commitment.

Specialist Skills and Knowledge

- Specialists and staff interpreting regulations require an understanding of underlying principles as distinct from practices.
- Support employees require an understanding of long-term unit goals and appreciation of wider organisation goals.
- All employees require an understanding of policies, regulations and precedents.
Knowledge of playgroups and parenting support and early childhood education programs.
- Knowledge and understanding of the needs of vulnerable children and their families and a strength-based approach to building individual and community capacity.
- Ability to plan, implement and evaluate programs within the community
- Experience working with culturally and linguistically diverse communities
- Proficient computer skills to undertake administrative components of the program.

Qualifications and Experience

- Tertiary qualification in Social Sciences, Early Childhood, Education, or Community Development with little or no experience or lesser formal qualifications with work skills and relevant experience
- Successful applicant is required to have already completed or be willing to complete smalltalk training (eLearning plus two-day in-person workshop)
- Experience working with children and carers

Key Selection Criteria

1. Experience and/or demonstrated ability to consult and engage effectively with parents and caregivers from many and varied backgrounds and experiences.
2. Demonstrated ability and experience to work collaboratively and constructively with internal and external stakeholders to develop and deliver community programs and/or resources.
3. Demonstrated administration and organisational skills applicable to delivering a service to playgroups.
4. Demonstrated capacity to work both independently and as part of a team, including well-developed time management and communication skills.