

	Position Title:	Children & Families Playgroup Facilitator
	Division:	Home Based Care and Community
	Program:	Family Services
	Band:	A
  	Salary:	Stream 1, Level 5
	Date:	September 2026

ROLE PURPOSE

The Early Learning is Fun (ELF) Program is both a universal and targeted early intervention program for parents/carers and their children under school age with a focus on children aged birth to three years.

The program emphasises the importance of play and learning in the early years, delivering high quality, evidence informed intensive supported playgroup for children and their carers.

ELF Supported Playgroups partner with vulnerable families to strengthen early learning and development, provide a therapeutic response to early childhood trauma, and develop early parenting skills. Aiming to improve school readiness, increase parent's confidence as their children's first teachers utilising trauma informed dyadic therapeutic activities.

The ELF program also supports the universal service system to engage more effectively with vulnerable families and to bridge vulnerable families into mainstream early education and care services.

PRIMARY OBJECTIVES OF THE ROLE

The primary objectives of the role are:

- Deliver culturally safe, evidence-informed supported playgroups for parents, caregivers and children from birth to school age.
- Build parenting confidence, strengthen family relationships and promote children's learning and development through play.
- Work with families and service partners to identify needs, provide practical support and improve access to early education, health and community services.

REPORTING RELATIONSHIPS

This role is based at the Preston office on Wurundjeri Country.

This role reports to the Team Leader - Early Learning is Fun (ELF) who will provide supervision and review.

EXPECTATIONS

- Conduct oneself in accordance with the Berry Street Yooralla Code of Conduct, which is underpinned by the values of accountability, courage, integrity, respect and working together within the principles of continuous improvement.
- Raise all health, safety, and wellbeing issues or concerns with managers, observe all safe work procedures and instructions, and take reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner.
- Promoting and protecting the human rights of people with disability, in accordance with the UN Convention on the Rights of Persons with Disabilities (CRPD) (2008).
- Working to ensure high-quality and safe supports and services for NDIS participants, meeting and exceeding the NDIS Practice Standards and Quality Indicators.
- Meeting obligations under all relevant Victorian and Commonwealth legislation.
- Participate in regular supervision, performance planning and review processes and probationary reviews.
- Complete mandatory training within designated timeframes.
- Berry Street Yooralla is committed to service delivery that prioritises and celebrates diversity and inclusion. Every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality, or religion.
- Berry Street Yooralla is committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify as LGBTIQ+.
- Berry Street Yooralla is committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children, in accordance with our legal obligations including MO 1359 and child safe standards.
- Berry Street Yooralla is committed to being a child safe, child friendly and child empowering organisation. **In everything we do we seek to protect children**

ROLE RESPONSIBILITIES

Specific responsibilities, duties and tasks

Operational Service Delivery

- Work collaboratively with an ELF co-facilitator to deliver weekly supported playgroups for families experiencing vulnerability and children from birth to school age in the City of Whittlesea.
- Promote learning through play and encourage active parent and caregiver participation in developmentally appropriate, enriching and culturally safe activities.
- Support parents and caregivers to strengthen their parenting capacity, build confidence, develop peer relationships and connect with their community.
- Provide evidence-informed resources and activities that support parenting, infant and child development, and playful family learning.
- Work with families to develop goals and practical actions that respond to their identified needs and areas of development.
- Use creative, flexible and responsive engagement strategies to encourage participation in playgroups and within the home environment.
- Support families to transition to mainstream early education, care and community services when appropriate.
- Provide information, advocacy and referrals relating to housing, counselling, early education, legal services, income, health and family needs.

	• Provide assertive outreach to encourage and support families to access ELF supported playgroups. • Seek secondary consultation from relevant services, including legal, counselling, allied health, maternal and child health, disability, family violence and integrated family services.
Administration and Reporting	• Maintain accurate and timely case records and reports while protecting the confidentiality and security of client information in accordance with privacy requirements. • Participate actively in regular supervision, team meetings and other organisational forums. • Ensure practice is consistent with Berry Street Yooralla policies, procedures, values and relevant legislative requirements.
Child Safety and Safeguarding	• Promote and contribute to a child safe culture by prioritising the safety, wellbeing, participation and empowerment of children and young people. Comply with the Berry Street Yooralla Child Safety and Wellbeing Policy, Child Safety Code of Conduct, Child Safe Standards and all reporting obligations. Immediately report any concerns regarding the safety or wellbeing of a child or young person.
Community, Stakeholder Engagement & Program Development	• Participate in local networks and advocacy relevant to the needs of families experiencing vulnerability, particularly across the City of Whittlesea. • Work collaboratively with maternal and child health, hospitals, community health services, Centrelink, Integrated Family Services, The Orange Door, early education providers and primary schools. • Build and maintain effective relationships with community partners and professionals supporting children from birth to school age. • Participate in relevant educational forums and professional development opportunities.
Other	• May be required to participate to travel between sites depending on program and role requirements. • Other duties as required.

KEY SELECTION CRITERIA

- Excellent written and verbal communication skills, including presentation and group facilitation skills.
- Demonstrated ability to manage competing priorities and stressful situations while practicing appropriate self-care.
- Experience delivering group work with children and families experiencing vulnerability, including approaches that build parenting confidence and create safe, healthy and playful learning environments.
- Strong engagement skills and the ability to use creative and flexible approaches to encourage participation in group sessions, outreach and home-based work.
- Casework experience and a strong understanding of issues affecting families and young children, including child abuse and neglect and family violence, with knowledge of MARAM risk assessment and safety planning.
- Knowledge of universal and specialist services for preschool-aged children and their families across health, welfare, education and care.
- Demonstrated culturally responsive practice and an understanding of the needs of children with disability, Aboriginal children and families, and culturally and linguistically diverse communities

QUALIFICATIONS AND OTHER REQUIREMENTS

- Bachelor's degree in Social Work, Psychology, Welfare, Early Childhood Education or a related discipline is required.
- Staff members must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

HIGHLY DESIRABLE

- An understanding of infant mental health frameworks.
- A comprehensive understanding of the integrated family violence service system.
- The ability to speak a relevant community language.

INHERENT REQUIREMENTS OF WORK ACTIVITIES/ENVIRONMENT

The following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Client Facing and Service Delivery	Work with clients who may have a physical, psychiatric, or sensory disability.	[Regular
	Interact with clients and members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	[Regular
	Work with complex clients which may expose you either directly or vicariously to emotionally challenging concepts such as self-harm, trauma, illegal activity and/or violence.	[Regular
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	[Occasional
	Work in a client's home or their family home alone and/or with others.	[Regular
	Represent, advocate, and cooperate with legal processes which may include attendance to court.	[Occasional
Work Environment	Manage demanding and changing workloads and competing priorities.	[Daily
	Work in different geographic locations.	[Regular
	Be exposed to all outdoor weather conditions.	[Occasional
	Work via computer from home as required.	[Occasional
	Work office hours with the possibility of extended hours. Flexible arrangements by agreement.	[Regular
	Work rostered hours with the possibility of overtime.	[Occasional
	Work on-call after hours.	[Occasional
	Work in an open plan office with no assigned desk.	[Daily
	Work in buildings which may require the use of stairs or elevators.	[Regular
	Sit at a computer or in meetings/meeting rooms via video conference facilities or in person for extended periods.	[Daily
	Work in educational or community facilities.	[Occasional
	Drive vehicles possibly over long distances and in all traffic and weather conditions.	[Occasional
	Undertake training and professional development activities both internal and external to the organisation.	[Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, data entry, writing reports, case notes/plans and client records. Manage resources and budgets. Research and analyse information and data.	[Daily
	Use technology including computers, photocopiers, telephones including mobiles, projectors, televisions, video conference facilities and electronic whiteboards.	[Daily