



## Programs Team

Role Profile	
<b>Role Title:</b>	Program Facilitator, PlayConnect Plus
<b>Tenure:</b>	Fixed Term Contract until June 2025
<b>Location:</b>	Metro (Currently Keithcot Farm, Darlington & Lockleys) & Kent Town (Office)
<b>Line of support:</b>	Programs Partner, Program Team
<b>Hours per Week</b>	18
<b>Time</b>	<b>Key focus</b>
70%	Service Delivery
15%	Data collection and reporting
15%	Collaboration & Partnerships
Essential skills, qualifications and experience	
<ul style="list-style-type: none"> <li>• Knowledge of statutory requirements relevant to work</li> <li>• Skilled at managing and planning your own work</li> <li>• Tertiary qualification in disability, community services, early childhood, family support, social work or equivalent and extensive experience in the community services sector (essential)</li> <li>• Current SA driver's licence &amp; Police Clearance</li> <li>• Current DHS Working With Children Check</li> <li>• Current DHS Vulnerable-person related employment check</li> </ul>	
Special Conditions	
<ul style="list-style-type: none"> <li>• Current Working With Children Check.</li> <li>• Current Safe Environments for Children and Young People (previously Child Safe Environment) Training or RRAHN-EC certificate.</li> <li>• Current Driver's Licence and ability to travel to Playgroups using own transport.</li> <li>• Current First Aid Certificate.</li> </ul>	
Key Responsibilities: (deliverables & reporting)	
<p><b><u>Service Delivery</u></b></p> <ul style="list-style-type: none"> <li>• Co-facilitate the PlayConnect Plus Playgroup programs weekly during school terms to achieve the Program outcomes               <ul style="list-style-type: none"> <li>- Promoting the Supported Playgroup within the community to encourage active and ongoing participation by families with children who have a disability or developmental concern.</li> <li>- Appropriately engage and support families and their children so that they can enjoy a safe, quality playgroup experience at all times.</li> <li>- Build the foundational blocks for school readiness via a playgroup</li> </ul> </li> </ul>	



# Role Profile: Program Facilitator, PlayConnect Plus

- Increased social interaction and connection for children 0-8 years with a disability or developmental concerns
- Increased emotional regulation and self-regulation skills in children
- Increased parental or carer capacity to support their child's development, and preparing them for the transition to formal learning environments

- Work closely with families and early intervention service providers to ensure play experiences are aligned with the families, expectations, and the specific needs of participating children, including providing culturally appropriate activities.
- Follow-up families whose absence is noted and encouraging these families continued participation.
- Provide information to participating families about other early intervention services, relevant family support services and agencies within their local community.
- Liaising with other early intervention service providers and professionals as necessary to support the participation of identified children and their families in the playgroup.
- Where identified and/or requested, complete evaluation questionnaires with families.

## **Data collection and reporting**

- Collect registration, attendance, and outcome data of attending children and families.
- Support families to provide feedback to improve program quality.
- Maintain confidential and accurate information (in line with Privacy Policy) on each PlayConnect+ Playgroup participant.

## **Collaboration & Partnerships**

- Work collaboratively with early intervention organisations to establish and implement the Supported Playgroup.
- Liaise with venue providers to ensure a safe environment for all staff, volunteers, and playgroup participants.
- Establish and maintain networks with other local early intervention services, family support services and agencies relevant to the families with children needs.
- Respond to local inquiries from families and service providers to facilitate access to the Supported Playgroup.
- Participate in training and professional development activities in accordance with State Playgroup Association requirements and directives.
- Work alongside the Playgroup SA PlayConnect+ Program Lead to support them in their role.

## **Administration & Management**

- Manage administrative tasks related to the Program Assistant role, including supporting attendance records and registrations.
- Ensure compliance with privacy and confidentiality policies in all aspects of data handling and family interactions.



# Role Profile: Program Facilitator, PlayConnect Plus

- Assist in the development and implementation of policies and procedures to improve the efficiency and effectiveness of the PC+ program.
- Participate in training and professional development opportunities to enhance skills and knowledge relevant to the role.

Signature:

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Full name:

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Dated:

this

day of

20

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