the family centre

POSITION DESCRIPTION – Child and Family Worker (Playgroup)

Position title:	Child and Family Worker (Playgroup)
Award:	SCHCADS Award
Award classification:	Level 4
Hours of duty:	20 hours per week x 40 weeks (NSW school terms)
Reports to:	Manager Child Youth & Family Services (CYFS)
Funding source:	Families NSW

Position Background:

This position works in the Supported Playgroups service model under Families NSW funding.

Our role

The Family Centre is a local social purpose, community owned organisation established in 1988 and based on the North Coast of NSW.

Our programs encourage and inspire people to make the changes they want for themselves, their family and their community in the following program areas:

child and family • young people • family relationships

Our activities include:

- Information, referral and goal planning
- skill development and education
- community engagement and development activities

Our values and practice principles inform how we work.

In genuine partnership with community members and groups, non-government organisations, government agencies and businesses, we make a real difference and our actions lead to progressive, measurable and sustainable social change.

Our activities are designed to:

- improve relationships
- increase safety
- increase parenting skills
- increase wellbeing
- increase personal effectiveness
- increase connections
- increase community capability

Key Responsibilities:

1. Playgroup facilitation

1.1. Co-facilitate the weekly delivery of playgroups

1.2. Maintain relationships with venue management and monitoring WHS issues

1.3. Interact and engage with playgroup participants

1.4. Manage dynamics of playgroup participants and model healthy relationships and communication

1.5. Engage in planning processes to develop weekly sessions and prepare resources including guest speakers

1.6. Implement agreed term plan

1.7. Promote playgroups to local services to attract target group referrals

1.8. Monitor playgroup equipment with colleagues to ensure maintenance and replacement occurs in a timely manner

1.9. Collaborate with TFC staff, volunteers and other services providers to enhance playgroup activities

2. Service delivery

2.1. Respond to identified client strengths and needs by providing information, referral and support

2.2. Provide relevant information about positive parenting to family members and make appropriate referrals in consultation with them

2.3. Provide information to parents/carers regarding their child's development, health, safety and hygiene including organising guest speakers

2.4. Provide parents with opportunities to meet other parents and exchange ideas about raising children and to develop support networks

2.5. Provide a range of age appropriate play and learning activities to stimulate children's intellectual growth and support the development of early literacy and numeracy skills

2.6. Model play-based interactions, communication skills and behaviour management techniques

2.7. Provide a link between families and other health and community services

2.8. Assist parents to use early literacy support strategies with their children

2.9. Discuss exit strategies with families to transition from supported playgroups to community playgroups or other early childhood services

2.10. Provide families with information and opportunities for engagement with the broader community

2.11. Cooperate and collaborate with Family Centre staff and other service providers to ensure coordinated service delivery

2.12. Be willing to co-facilitate parenting programs as required

3. Professional development

3.1. Attend staff training and professional development as approved by the Manager CYFS and Executive Director

3.2. Model and foster professional work practices, in relation to the health, safety and wellbeing of colleagues and clients

3.3. Attend and actively participate in regular supervision and annual review sessions

3.4. Adhere to the relevant standards, policies and procedures of TFC

4. Administration

4.1. Maintain service records including client records and reports

4.2. Participate in professional development programs and staff meetings

4.3. Actively participate in regular service and program planning, development, review and evaluation processes to contribute to continuous improvement

4.4. Maintain and submit administrative (e.g. time sheets and travel reimbursement claims) documentation in an accurate and timely manner

4.5. Perform relevant duties as required by the Manager Family Services and the Executive Director

4.6. Participate in organisational projects as negotiated with Manager CYFS and the Executive Director

Selection Criteria

Essential

1. Tertiary qualification in early childhood education, social work, social sciences, or related discipline
2. Demonstrated ability with program delivery
3. Demonstrated ability to assess the needs of vulnerable and disadvantaged families within a strengths-based framework
4. A clear understanding of child development and issues confronting vulnerable and disadvantaged families (including domestic violence, substance abuse, child abuse, mental health) and their impact on families
5. Highly developed interpersonal skills and ability to collaborate with colleagues, students, volunteers and service network partners
6. Demonstrated ability in delivering and evaluating parenting skills programs
7. Proven ability to work independently and as part of a team
8. Current driver’s license and comprehensively insured vehicle
9. A willingness to undertake a criminal record check and a Working with Children check

Desirable

1. Working knowledge of Tweed Shire human services network
2. Trained and licensed to deliver the following parenting programs: Parents as Teachers, 123 Magic, Triple P, P5 Parenting Education

As the incumbent of this position, I confirm I have read the position description, understand its content and agree to work in accordance with the requirements of the position.