



PlayLinks Facilitator - Allied Health

Reports to: Team Leader
Service/Team: PlayLinks
Date: May 2018

SDN Purpose and Values

SDN Children's Services is a not for profit organisation that has been providing quality early childhood education and care since 1905. SDN is here for children from birth, and for their families and communities. We're here for the wellbeing of children, now and for the future. We believe that every person and every living thing has inherent worth, and is owed respect and care. We commit ourselves to being trustworthy and reliable, inclusive and respectful and creative and innovative.

SDN formally acknowledges the unique position of Aboriginal and Torres Strait Islander peoples as the First Australians and custodians of the land.

Purpose of Service/Team

SDN Playlinks is a supported play group for children 0-8 years and their families across Western Sydney. Playlinks provides 3 structured playgroups, home visits and goal setting, providing an opportunity for parents to share experiences of parenting and for children to socialise, play and learn in a structured and positive environment. Supported playgroups provide a support network for parents and opportunities for parents to learn new parenting skills they may otherwise not acquire. For children, supported playgroups create opportunities for age-appropriate learning experiences and activities that help them become 'ready for school'.

Primary Objective

Co-facilitate three supported play groups playgroups a week across Western Sydney that promote healthy living initiatives, child safety initiatives, parenting skills and child development initiatives, early literacy and numeracy and transition to school. Attend home visits and Individual Family Service Planning meetings during school holidays and support families with information provision and referrals where appropriate.



Key Accountabilities

Service Delivery

- Deliver a high quality early learning playgroup for all children, ensuring individual children's strengths, interests and needs are identified and their learning enhanced. This incorporates:
 - Contributing to the planning and organising of the group and co-facilitating the group.
 - Completing case notes and preparing case studies for reporting purposes.
 - Contributing to playgroup reflection, debrief and planning for the next day's group.
 - Communication with families about the group.
 - Implementing structured sessions with flexible routines to meet the needs of children and families.
 - Identify families and young children where risk factors exist and where parents are having difficulty coping with parenting and implement strategies to minimise the risks.
 - Complete appropriate referrals for the children as required.
 - Help families to link with the services available in the community.
- Use and contribute through Reflection on/in Practice
- Ensure program compliance with relevant legislative requirements, policies and standards including but not limited to Early Years Learning Framework, Child Protection Legislation & Keep Them Safe Guidelines, NSW Ombudsman (in relation to Reportable Conduct), SDN's Policies and Procedures
- Contribute to the maintenance of systems, key performance indicators and data collection & reporting across PlayLinks.

Working Relationships

- Model good working relationship behaviours
- Understand and comply with SDN policy on good working relationships
- Zero tolerance for discrimination, harassment, victimisation, bullying or other inappropriate workplace behaviours
- Report incidents of discrimination, harassment, victimisation, bullying or other inappropriate workplace behaviours

Work, Health and Safety

- Responsible for personal health and safety
- Complies with SDN requirements in relation to WHS & Injury Management activities and responsibilities
- Identifies and reports WHS problems, where evident, in processes or systems
- Reports accident/incident information promptly to RTW/WHS Consultant.

Selection Criteria

- University qualifications in Allied Health.
- Demonstrated experience in facilitating groups with children and families
- Working with Children Check (NSW) & National Police Check
- Excellent understanding of and commitment to competent early childhood practice that is informed by the Early Years Learning Framework, TEIP Reform, Social Justice and inclusive practices
- Experience in using Reflection in Practice, daily self –reflection and has the capacity to engage in collaborative discussions.
- Knowledge of relevant law, regulation and standards applicable to the Early Childhood sector.



- Understanding of current pedagogical thinking and research and ability to articulate this to others
- Demonstrated ability to build positive working relationships with internal and external stakeholders.

Competencies

Level 3

Championing SDN

- Talks confidently about the work of SDN.

Achieving Results

- Analyses situations and recommends action.
- Meets progress of reports as per project plan.

Developing Self

- Proactive at keeping up to date in the sector/area of expertise and takes full accountability for responsibilities delegated to them.

Seeking, accepting and giving feedback

- Proactively and regularly seeks feedback from a variety of colleagues and uses feedback to evaluate own performance.

Communicating and influencing

- Communicates in a clear, articulate and engaging way and influences colleagues to think differently about things.

Relationship Management

- Constructively challenges others to bring out the best.
- Shares best practice.

Prioritising, planning and organising

- Manages a varied workload balancing different priorities & goals.

Innovating, adapting to and managing change

- Proactive in critically assessing working practices and makes recommendations for change within the team.

Managing, empowering, and developing others

- Understands the components of projects and responsibilities and what is appropriate to delegate.

Providing strategic direction and vision

- When prompted can effectively contribute ideas and opinions to the SDN journey and vision.

IT and Systems

- Intermediate – high competence in Microsoft packages and role related systems.

Acknowledgment

Employee Name (please print)

Signature of Employee

Date signed

Manager Name (please print)

Signature of Manager

Date signed
