



Date	February 2023
Title of Position	Child and Family Worker (playgroups)
Status	Permanent Part-time - 14 hours per week subject to funding
Award + Salary	SCHADS (Social, Community, Home Care and Disability Services) Industry Award (2010) Level 3
Accountability	Mountains Outreach Community Service Inc. Management Committee and MOCS Manager

Purpose of the Position

To facilitate MOCS Supported Playgroups and promote the importance of early childhood education amongst families and the broader community. This involves the provision of appropriate, engaging and inclusive activities for children, from birth to five years, which supports the development of their play, social and learning skills according to their developmental age. The worker will also provide the children's parents, carers and kin, with support, information, community referrals and opportunities to develop their parenting/caring skills and form social connections.

A key focus of the role is to support the preparedness of children and parent/carers/kin for the transition to pre-school and school and promote improved health and well-being outcomes.

Responsibilities

The Child and Family Worker will:

1. Work within MOCS' values, vision and goals, as well as MOCS policies and procedures, the MOCS Strategic Plan, funding objectives (such as those of NSW Department of Education's Start Strong Pathways) and legislative requirements.

2. Work as part of the Children and Families teams at MOCS and the Blue Mountains community sector by maintaining respectful and effective working relationships.
3. Participate in MOCS team functions including supervision/debriefing/team meetings, staff appraisal, planning days, training and work in consultation and partnership with other MOCS staff.
4. Work with evaluation tools to collect data, accountability measures and risk assessments, for reporting purposes.
5. Contribute to playgroup activity and contracted objectives being measured and entered into the MOCS database on a regular basis.
6. Contribute to program development, implementation, evaluation and planning at the program and worker level.
7. Work to reduce barriers to participation by community members and target groups by ensuring all activities are inclusive, diverse, culturally sensitive and safe.
8. Maintain the confidentiality and privacy of information relating to, participants, volunteers, colleagues and community members that participate in MOCS programs and activities.
9. Notify the MOCS Manager of any issues that may potentially escalate to the detriment of MOCS, its staff and participants, and if there is an issue about the MOCS Manager, the matter is to be raised with the Management Committee's Chairperson.
10. Submit accurate time/travel timesheets fortnightly by the designated time and complete other administrative documentation as required.
11. Comply with employee obligations to the Federal Work Health Safety Act (2011) in taking reasonable care to protect the health and safety of yourself and other people in the organisation who may be affected by the worker's acts or omissions. MOCS is a smoke free environment.

Duties

1. Facilitate and evaluate the MOCS Supported Playgroup Program based on MOCS values, mission and goals, as well as the objectives of the NSW Department of Education's Start Strong Pathways and the MOCS Playgroup Program Logic.

2. Engage and support families and their children, so that they can participate and enjoy their experience at MOCS Children and Family activities.
3. Plan, develop, provide and evaluate developmentally appropriate children's activities that support the appropriate development of skills, knowledge and resilience to transition to pre-school or school.
4. Treat each child, family and co-worker with dignity and respect, creating a safe, welcoming and inclusive environment.
5. Ensure that children are safe at all times, and that attention is given to their wellbeing and care.
6. Provide a service that responds appropriately to child protection issues as per legislative requirements and adheres to duty of care standards.
7. Provide mentoring to parents/carers/kin to ensure they have a good understanding of child development and early childhood education's importance.
8. Demonstrate and offer advice to parents/cares/kin on implementing suitable play experiences in line with the family's expectations and the developmental needs of the children, including providing inclusive and culturally appropriate activities.
9. Support capacity building of parents to reach out for services and support by facilitating appropriate referral pathways and advocacy, if required.
10. Guide parents/carers/kin to learn and support each other through an inclusive program approach.
11. Use evaluative strategies to obtain feedback from families to improve program quality and ensure that service delivery issues are acknowledged and addressed effectively.
12. Undertake the collection of data including through observation, group work, individual conversations and other methodologies, including with children, to maintain record keeping (in line with MOCS' Privacy Policy) and writing of reports.
13. Contribute to the promotion of MOCS Supported Playgroups, and other MOCS Children and Family activities, within the community through various mediums including social media, to encourage active and ongoing participation by families from MOCS target groups.
14. Contribute to the care/ordering and maintenance of equipment and craft resources, kept in the Bungarrabee shed, for MOCS Playgroups.
15. Pack/unpack the van and set up/put away children's equipment and resources at MOCS Playgroups and at other MOCS Children and Family activities, as required.
16. Work respectfully and effectively with co-workers, key sector colleagues and facilitate meetings to support MOCS Children and Family programs.
17. Provide feedback to the MOCS Manager on any issues arising for families or workers, during MOCS Child and Family activities, or of relevance to the service's operation, promptly.
18. Drive the MOCS van.
19. Undertake other reasonable duties as requested.

Essential Criteria

1. Certificate III, or above, in Early Childhood Education or Community Services
2. Demonstrated understanding and ability to facilitate supported playgroups
3. Demonstrated understanding of the Early Years Learning Framework for Australia, the ecological model of the child and a strength-based approach
4. Understanding and commitment to community development principles and social justice
5. Demonstrated ability to work inclusively with children and families from diverse backgrounds
6. Demonstrated skills at sensitively working with 0-to-5-year-olds and their families
7. Demonstrated ability to develop supportive relationships with parents/carers/kin, and skills to make appropriate referrals and provide advocacy where necessary.
8. Demonstrated ability to collect and report on participant and program data
9. Demonstrated knowledge of Child Protection legislation and mandatory reporting requirements and the ability to implement these in the workplace
10. Ability to effectively and respectfully work as part of a team and independently, when required
11. Demonstrated ability to maintain appropriate professional boundaries
12. Excellent communication and interpersonal skills
13. Ability to set-up and pack up materials and equipment at different venues
14. Flexibility of working hours and attendance at various locations for playgroups
15. Current First Aid and CPR/Asthma and Anaphylaxis Certificate or willingness to obtain
16. Class C driver's license and ability to drive the MOCS van
17. Understanding of employee obligations under the Work Health Safety Act, Anti-discrimination laws and Equal Opportunity legislation
18. Current Working with Children Check

Desirable Criteria

1. Experience working in supported playgroups and community-based services
2. Knowledge of the Blue Mountains early childhood education and community sectors
3. Covid-19 vaccination (to be considered up to date with COVID-19 vaccination, you must have had all the doses recommended for your age and health needs. Read ATAGI's statement on [defining 'up-to-date' status for COVID-19 vaccination](#))