



## Community Impact Team

| Role Profile   |  |
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| <b>Role Title:</b>   | Program Support, Community Impact Team |
| <b>Tenure:</b>   | Fixed Term Contract                    |
| <b>Location:</b>   | Prospect                               |
| <b>Line of support:</b>  | CEO / Community Impact Team            |
| <b>Time</b>  | <b>Key focus</b>                       |
| 70%  | Service Delivery                       |
| 15%  | Data collection and reporting          |
| 15%  | Collaboration & Partnerships           |
| Key Responsibilities:<br>(deliverables & reporting)  |  |
| <b><u>Service Delivery</u></b>   |  |
| <b><i>Lobethal Playgroup</i></b>   |  |
| <ul style="list-style-type: none"><li>• Support the Program Facilitator to deliver the Lobethal Playgroup program weekly during school terms to achieve the Program outcomes<ul style="list-style-type: none"><li>- Promote the Playgroup within the community to encourage active and ongoing participation by families with children.</li><li>- Appropriately engage and support families and their children so that they can enjoy a safe, quality playgroup experience at all times.</li></ul></li><li>• Demonstrate and offer advice on implementing suitable play experiences in line with the families' expectations and the specific needs of participating children, including providing culturally appropriate activities.</li><li>• Provide information to participating families about other early intervention services, relevant family support services and agencies within their local community.</li><li>• Liaise with other early intervention service providers and professionals as necessary to support the participation of identified children and their families in the playgroup.</li></ul> |  |
| <b><u>Data collection and reporting</u></b>  |  |
| <ul style="list-style-type: none"><li>• Collect registration, and attendance and outcome data of attending children and families.</li><li>• Support families to provide feedback to improve program quality.</li><li>• Maintain confidential and accurate information (in line with the State/Territory Privacy Policy) on each Supported Playgroup participant.</li></ul>   |  |



# Role Profile: Program Support

## **Collaboration & Partnerships**

- Work collaboratively with partnering organisations to support the delivery of the Playgroup.
- In collaboration with the Program Facilitator, liaise with venue providers to ensure a safe environment for all staff, volunteers and playgroup participants.
- In collaboration with the Program Facilitator, 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 Playgroup.
- Participate in training and professional development activities in accordance with Playgroup SAs requirements and directives.

Signature:

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Full name:

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Dated:

this

day of

20

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