



Role Profile: Program Facilitator

ROLE PROFILE	
Role Title:	Program Facilitator
Tenure:	Fixed Term Contract (subject to ongoing funding)
Location:	Angle Vale, Service Delivery Prospect, Head Office
Line of support:	Community Impact Team; Program Manager.
Time	Key focus
70%	Service delivery
15%	Data collection and reporting
15%	Collaboration & Partnerships
Key Responsibilities: (deliverables & reporting)	
<p><u>Service Delivery</u></p> <ul style="list-style-type: none"> Facilitate the Angle Vale Supported Playgroup weekly during school term to achieve the Program Outcomes. Promote the Angle Vale Supported Playgroup within the community to encourage active and ongoing participation by families with children. Appropriately engage and support families and their children so that they can enjoy a safe, quality playgroup experience. 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. Following 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. 	
<p><u>Data collection and reporting</u></p> <ul style="list-style-type: none"> Collect registration, membership and attendance data and prepare local evaluation reports as directed and when required by the Program Manager Collect feedback, survey and evaluation forms for the Supported Playgroup program. Provide feedback to improve program quality. Maintain confidential and accurate information (in line with the State/Territory Privacy Policy) on each Supported Playgroup participant. Collect, collate and forward evaluation data for research staff within PGSA. 	



Collaboration & Partnerships

- Work collaboratively with partnering organisations to establish and implement the Angle Vale 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 Playgroup SAs requirements and directives.