

## Position Description

<b>POSITION TITLE</b>	MyTime Play Leader
<b>REPORTING TO</b>	MyTime Senior Manager
<b>DIRECT REPORTS</b>	N/A
<b>CLASSIFICATION</b>	Social, Community, Home Care & Disability Services Industry Award – Modern Award.
<b>EMPLOYMENT TYPE</b>	This position is <b>Casual</b>
<b>LOCATION</b>	Tarneit

This Position Description is indicative only and will be reviewed and updated by DSV from time to time.

### Organisational background

Down Syndrome Victoria (DSV) is a community based, not-for-profit membership association. We have a proud history of supporting individuals, families and the community since 1978.

**We work alongside people with Down syndrome and their families so they may reach their full potential and live the lives they choose.**

DSV provides information, training, education support, and general support, with and for people with Down syndrome, their families, professionals, and the wider community. This includes prenatal support and information to expectant parents and health professionals.

DSV advocate with and for people with Down syndrome to have access to the same opportunities, supports and community activities as other Victorians based on a human rights approach, and consistent with the United Nations Convention on the Rights of Persons with Disabilities.

We want to live in a society where people living with Down syndrome are valued, reach their full potential and enjoy social and economic inclusion.

Together, we can and will create this inclusive community.

### Position background

MyTime is a national program of facilitated peer support groups for parents and carers of children with disability, developmental delay or chronic medical condition (referred to from here on as ‘children with disability’). MyTime provides peer support groups for parents/carers, with a facilitator for parents and a play leader for preschool aged children. Parents or caregivers of a child up to age 18 years may attend. The objective of MyTime is to establish and maintain peer support groups that increase parents/carers feelings of support in their caring role.

MyTime aims to increase parent/carer:

- Help-seeking behaviours
- Perception of support
- Knowledge and skill in parenting a child with disability
- Develop peer networks
- Confidence and efficacy
- Wellbeing
- Empowerment

MyTime was established in 2007 and is funded by the Australian Department of Social Services (DSS) under the 'Families and Children' program. The Parenting Research Centre (PRC) manages the program across Australia.

DSV runs a number of MyTime groups directly and has partnerships with other organisations who run groups on behalf of DSV. The MyTime Play Leader is responsible during a MyTime group, to ensure a safe children's activity environment, provide age-appropriate activities for children, and to work with the facilitator.

### Key deliverables & responsibilities

Key deliverables for this role include:

- Engaging preschool-age children
- Advance planning of engaging and developmentally appropriate activities and routines to keep children occupied in meaningful activities during group time. This will be added to the term flyer, as a rough guide.
- Checking the venue and following basic risk assessment processes to ensure the safety of children in the group
- Communicating with parents in the group about the specific needs of their children so, as much as possible, their needs can be met.
- Completing and keeping up to date records of all children attending MyTime
- Taking attendance of all children participating in the group
- Assisting the facilitator to set up and clean up.
- If there is a volunteer play helper, the paid Play Leader is to give direction to the volunteer, in regard to jobs and responsibilities for the day. The supervision and management of the volunteer is the responsibility of the facilitator.

DSV Requirements

- Ensure adherence to DSV's policies and procedures, and compliance to various legislative obligations, including OH&S.
- Regional and Metro Melbourne travel will be required

### Key selection criteria

#### Essential

- Experience in working with young children and early education
- Knowledge and understanding of children's development and age-appropriate play
- Experience in working with children with disability or other additional needs.
- Experience of working within the disability sector
- Strong commitment to inclusion of people with disabilities within the community
- Ability to understand and work with both formal (services) and informal (volunteers) community networks and systems
- Understanding and Experience of peer support theory and dynamics

## Desirable

- Knowledge of parenting children with additional/complex needs
- Knowledge and experience in community development and/or group facilitation
- Lived experience of Down syndrome or disability

## Personal qualities

Our values guide who we are and what we stand for in every interaction.

- **Respect for people:** We develop lifelong relationships based on value, trust, compassion and respect.
- **Do the right thing:** We are honest, ethical and trustworthy. We take accountability for our actions to deliver in the best interest of people with Down syndrome and their families.
- **Passion for members, families & community:** We exist for our members and community. We listen, lead, create opportunities and take action to ensure an inclusive future

All roles at DSV require an empathetic approach, ability to handle difficult situations and appreciate the needs of people from diverse backgrounds. The ability to work both autonomously and as a team is integral to your success in this role.

## Diversity and Inclusion

As a disability organisation, DSV knows how important human rights, diversity and inclusion are in creating a connected and welcoming world.

DSV is an equal opportunity employer and strongly encourages not only people with a disability, but those from diverse communities to apply for all positions, including but not limited to people with disability, neuro diversity, mental health conditions, CALD, First Nations People, and LGBTQIA+.

If you require help or support to access this information or the application process, please contact [HR@dsav.asn.au](mailto:HR@dsav.asn.au).

## Work environment

The nature of our small team and priority to deliver in the best interest of people with Down syndrome necessitates a degree of flexibility. This includes a willingness to support colleagues which at times will require you to perform tasks outside of your immediate role.

DSV provides a professional, collaborative, and safe working environment. All DSV employees are expected to comply to our code of conduct and all DSV policies and procedures in the best interest and safety of colleagues, members and the community. Further details can be found in DSV's Staff handbook.

## Conditions of employment

- The successful applicant will initially be employed for a probationary period of three months.
- Appointment of the successful applicant is subject to satisfactory police or NDIS screening check, working with children check, and other regulatory requirements (including Right to Work check and Victorian Disability Workers Commission check).
- Other conditions in accordance with the National Employment Standards (NES) and the Social, Community, Home Care and Disability Services Industry Award (MA000100) apply.