

<b>Position title:</b>	Playtime Assistant (Community Language)	<b>Commitment requested:</b>	Tuesdays 10:00am -12:00pm, Liverpool Friday 10:00am -12:00pm, Fairfield Minimum commitment of one school term and fortnightly attendance required
<b>Report to:</b>	Community Engagement Coordinator	<b>Locations:</b>	Hilda M Davis Senior Citizens Centre – 185 Bigge St, Liverpool NSW 2170 Fairfield Public School – 68-82 Smart St, Fairfield NSW 2165

## About Settlement Services International (SSI)

Settlement Services International is a community-based, not-for-profit humanitarian organisation providing a range of services in the areas of refugee and migrant settlement, accommodation, asylum seeker assistance, multicultural foster care, disability support, employment services and youth support in NSW.

Our vision is to achieve a society that values the diversity of its people and actively provides support to ensure meaningful social and economic participation and to assist individuals and families reach their potential.

### At SSI, we value:

- Social justice – Equity and access for all
- Diversity – Respecting diversity and being non-discriminatory
- Compassion – Caring, empathy and respect for the dignity of others
- Respect – Cooperation and mutual respect

### In delivering our services, we value:

- Quality – Dynamic, flexible and responsive service
- Ethics – Professional practices and accountability
- Innovation – Commitment to partnerships and excellence

## Purpose:

Playtime is a weekly multicultural playgroup for parents and pre-school aged children which aims to address social isolation through developing local community networks. These groups aim to build confidence in parenting, life skills and improve English proficiency. Organised structured play activities aim to support and strengthen parent and child interaction, as well as prepare families to transition to preschool and school.

Playtime Assistants (Community Language) work alongside the facilitator to support the smooth running of playgroups by assisting with children's activities, set up and pack up of resources, and by providing language assistance. Playtime Assistants will be matched with parent/s and their preschool-aged children during playgroup to support their participation in activities.

## Specific duties and responsibilities:

- Support the facilitator to run children's activities
- Assist with set up and pack down of tables and chairs, play stations and materials for activities
- Assist by preparing and serving food for participants

- Provide language support for participants in a community language (Arabic, Persian or Tamil)
- Actively support SSI's vision and values
- Work in accordance with SSI policies and procedures
- Follow all reasonable directions provided by Community Engagement Coordinator or delegate

## Position Requirements:

<b>Background checks</b>	Working with Children Check <input checked="" type="checkbox"/> Police Check <input checked="" type="checkbox"/> Reference Check <input checked="" type="checkbox"/> <i>(N.B. The police check will be paid for by SSI)</i>
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Experience or keen interest in working with parent/s and their preschool-aged children</li> <li>• Proficiency in one of the following community languages: Arabic, Persian or Tamil</li> <li>• Interest in early childhood needs and development</li> <li>• Interest in music, dance, arts and crafts</li> <li>• Understanding of parenting and resettlement issues including refugee journey</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Previous experience working with people from culturally and linguistically diverse (CALD) backgrounds</li> <li>• Early childhood and childcare services experience</li> </ul>

## Benefits:

**Reimbursement:** Volunteers will have access to reimbursement for all preapproved expenses including reasonable travel expenses. Volunteers using their own vehicle will need to provide SSI with photocopies of their driver's licence, comprehensive car insurance and current car registration.

**Training:** Volunteers will be provided with access to SSI's flexible, extensive and innovative training program.

**Being a member of the SSI Community:** Volunteers will be kept up-to-date with all of SSI's important news, events and opportunities.

## Authorisation:

Volunteer name \_\_\_\_\_

Volunteer signature \_\_\_\_\_ Date \_\_\_\_\_

Volunteer program signature \_\_\_\_\_ Date \_\_\_\_\_