

<b>Position title:</b>	Playgroup Assistant	<b>Commitment requested:</b>	Attendance at a minimum of two sessions per fortnight. Times and days will vary across hubs and are only held during school terms.
<b>Report to:</b>	Community Hub Leader	<b>Location:</b>	Various locations across Bankstown, Cumberland, Parramatta, Blacktown and Fairfield LGAs.

## 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:

The Community Hubs Program aims to support migrant and refugee families (including children 0 to 5 years of age) by offering meaningful social activities as well as access to existing support services including local education, health, community and settlement services. The program offers families various opportunities to gain skills through formal and informal training, including English classes, breakfast clubs, homework clubs and community events.

Playgroups have been established to help meet the needs of refugee and asylum seeker families with children aged 0 to 6 years. The Playgroup Assistant will support their Community Hub Leader or playgroup facilitator to run the playgroup with a focus on:

- Supporting learning through play
- Facilitating socialisation for children of similar ages
- Addressing social isolation for parents and children
- Strengthening the role of parents as first educators and advocates
- Introducing strategies to improve parent and child interaction and bonding
- Building confidence in play as a link to learning
- Engage with parents through positive role modelling

## Specific duties and responsibilities:

- Assist setting up and packing down the playgroup area
- Support the Community Hub Leader to create a welcoming environment where parents and children can connect with each other.
- Work actively with families during group activities including story time, singing and dancing
- Support the Community Hub Leader and/or playgroup facilitator to plan playgroup activities
- Provide feedback to the Community Hub Leader following playgroup sessions
- Actively support SSI's vision and values
- Work in accordance with SSI policies and procedures
- Follow all reasonable directions provided by the Community Hub Leader and/ or playgroup facilitator.

## 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>• Early Childhood and Childcare services experience</li> <li>• Knowledge of early childhood needs and development</li> <li>• Experience or interest in working with women and/or children</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Interest in arts, dance and music</li> <li>• First aid certificate</li> <li>• Previous experience working with people from diverse cultures</li> <li>• Ability to communicate in a language other than English would be an advantage for example Arabic, Assyrian, Vietnamese, Tamil, Hindi and Farsi</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 \_\_\_\_\_

