

Supported Playgroup Coordinator Advertisement January 2019

Position Title	Supported Playgroup Coordinator
Location	Toongabbie with Outreach locations in Parramatta and Cumberland
Service	Facilitation of Playgroups
Salary	SCHADS Award level based on experience & qualification
Hours	Part Time (Hours negotiable)
Reports to	Management Committee
Accountable to	Manager
Salary Packaging available for successful Applicants	

Boronia Multicultural Services Inc

Boronia Multicultural Services Inc. is an advocacy and support service for refugees and migrants from culturally and linguistically diverse backgrounds living in the cities of Cumberland, Parramatta and surrounding suburbs.

The main aim of this service is to facilitate and provide appropriate social, educational, recreational, cultural and community support services to families of refugee and migrant backgrounds.

About the Supported Playgroups

Our Supported playgroups are primarily targeting children from CaLD backgrounds and are focused on providing opportunities to children for development of their physical, emotional, cognitive, language and social abilities. An early childhood worker facilitates this through a weekly structured program.

Essential criteria for Supported Playgroup Coordinator

- Qualification in Early Childhood Education
- Demonstrated ability to work independently and as part of a Team

- Ability to work with young children, parents and carers, playgroup volunteers, students in placement, partner schools and BMS Staff.
- Experience in engaging with parents confidently and communicating issues that affect positive change within designated playgroups
- Dynamic and proactive personality with the ability to seek out new information in order to effect positive change within designated playgroups.
- Sound knowledge of the community sector and services available to support parents in their parenting role.
- Ability to coordinate partnerships with community services, other BMS Staff and groups to support parents and families on issues such as child development, health, parenting skills e.t.c with information sessions.
- Experience in working with Refugees and a range of CALD Communities and an understanding of their needs including language needs.
- Experience and willingness in working professionally on behalf of parents and children
- Computing skills including ability to work with databases
- Driver's Licence and a comprehensively insured car
- Willingness to undertake working with Children and Police checks.

Desirable Criteria:

- Ability to speak a language other than English
- Experience in report writing
- Knowledge of community services in the Parramatta Cumberland areas and surrounding suburbs.
- First Aid Certificate

Written Applications:

Should include a Resume, address the selection criteria and include the names of at least two professional referees and a cover letter.

Closing date Friday 22nd February 2019