**POSITION DESCRIPTION**

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| **Group Facilitator - Family Wellbeing Program** | | | |
| **Department or Program:** | Family Wellbeing Program | **Award and Level (if applicable):** | SCHADS Level 4 |
| **Division:** | Families Division | **DATE of Approval** | June 2022 |
| **Risk Assessed Requirements:** | WWCC:  Police Check: | | |
| **Accreditations/**  **Memberships:** | Licensed and ability to facilitate current evidence-based Parent Education courses  Comprehensively insured car and drivers licence | | |

**Purpose of the position**

The purpose of this position is to deliver child development/parenting courses to the general community and in partnership with local schools and NGOs within the Sydney Archdiocese. Group Facilitators are required to have high standards and experience in group facilitation such that they are able to co-deliver professional development training to other group facilitators, both internally and externally and at times in Regional and Interstate venues.

**KEY ACCOUNTABILITIES**

* Perform the duties of the role in accordance with CatholicCare’s Mission, Vision and Guiding Principles
* To facilitate Parenting and Child Development Courses in CatholicCare offices, online and outreach settings as required
* To work collaboratively in developing new child development programs
* To maintain a good knowledge of other relevant services and make client referrals as appropriate.
* To participate in local networks to promote CatholicCare’s and Family Wellbeing Services and build community partnerships
* To manage all documentation, reporting requirements and administrative tasks required by the program
* Participate in individual and group supervision, team meetings and professional development opportunities
* To maintain a thorough and up to date understanding of the relevant provisions of the Family Law Act (1975), the Children and Young Persons (Care and Protection) Act (1998) and other relevant legislation and to operate within these provisions
* Undertake appropriate WHS training and comply with Catholic Care WHS policies and procedures. This includes job specific requirements as well as minimising any potential risks and reporting any hazards or incidents you may observe of be involved in.
* Other duties as directed from time to time.

**KEY COMMUNICATIONS**

This role works closely with:

* Practice Manager – receive supervision and guidance in the role, follow reasonable instructions, and contribute opinions and ideas that will improve service delivery for the Parenting and Child Development program
* Family Wellbeing Team – to work collaboratively to create person-centred outcomes for participants
* Key NGO Partners and Schools – continue to grow the program within the community
* Clients – to offer high quality parent education to enhance family functioning

**KNOWLEDGE, SKILLS, QUALIFICATIONS AND EXPERIENCE (Selection Criteria)**

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|  | Ability to undertake the duties of the role in accordance with CatholicCare’s Mission, Vision and Values |
|  | Tertiary Qualifications in Social Work, Social Science, Psychology, Adult Education or related field |
|  | Licensed and ability to facilitate current evidence-based Parent Education courses including but not limited to; Circle of Security, Bringing Up Great Kids, Tuning into Teens, 123 Magic and Emotion Coaching, Keeping Kids in Mind and My Kids and Me |
|  | Demonstrated knowledge and understanding of Child Development and Neuroscience |
|  | Demonstrated knowledge and understanding of Parenting and Child Development theory and practice |
|  | Demonstrated knowledge and understanding of Child Protection, Trauma and Domestic Violence |
|  | Highly developed skills and experience in group facilitation/training |
|  | Demonstrated experience in working with culturally and linguistically diverse communities and with Aboriginal and Torres Strait Islander communities |
|  | Comprehensively insured car and drivers licence |
|  | Working with Children Check and National Criminal Record History Check. |

**\*** CatholicCare reserves the right to vary this position description in response to its changing needs.