



Position Description

Title:	Group Facilitator
FTE:	Casual rate, hours dependant on the program
Date:	May 2022
Employee agreed:	
Program Coordinator agreed:	

ORGANISATIONAL ENVIRONMENT

ABOUT AMBER COMMUNITY

Amber Community (Formerly Road trauma Support Services Victoria) is a not-for-profit organisation contributing to the safety and wellbeing of road users.

We provide counselling and support to people impacted by road trauma and address the attitudes and behaviours of road users through education.

We are committed to educating the community and raising public awareness about road trauma and how it affects people's lives. Amber Community does this by positively influencing driver attitudes and behaviours with the aim of reducing crashes and the resulting trauma.

Additional information about Amber Community and our role in the community can be obtained by visiting our website at www.ambercommunity.org.au.

JOB PURPOSE

To deliver effective education programs based on best practice to the public and to those who have traffic related offences.

Reports to:	Regional Coordinator/Program Coordinator Manager, Education Services, Volunteers, RTAS Administrator, Office Manager, other
Internal contacts:	Amber Community Staff Participants and their communities
External contacts:	Accident prevention and road trauma partners Other relevant organisations (CFA, SES, MFB, Health Services, Local Government etc.)

DIMENSIONS/DELEGATION

Number of direct/indirect reports:	0
Budget responsibility:	0

KEY ACCOUNTABILITIES

- Deliver psycho-educational programs to participants at risk of or who have traffic related offences and community groups in group settings, from a preventative and an educational framework.
- Evaluate the program’s effectiveness in changing attitudes and behaviours in the community, through collecting evaluation questionnaires from participants and feeding back comments from participants to the program’s coordinator.
- Support volunteer speakers, through offering pre-and post-program discussion.
- Liaise with regional coordinator for regional activities/meetings
- Liaise with the program’s coordinator for the purposes of training, planning and implementing programs.
- Ensure sensitive, professional contact and communications with all stakeholders including participants, volunteers and staff.
- Maintain strict confidentiality of participants and organisational information in accordance with relevant policies and procedures.
- Facilitate the planned and reliable running of education programs by ensuring availability for after-hours and weekend workshops, and team meetings as agreed.
- Maintain up-to-date workshop records.
- Actively participate in the development and continual improvement of education programs.

CAPABILITY FRAMEWORK

SKILLS	KEY SELECTION CRITERIA	
	Essential	Desirable
Influence and negotiation: The ability to engage others in order to get their commitment to ideas, projects or actions that are in the best interest of all concerned	x	
Communication: Clearly conveys information and ideas through a variety of ways in a manner that engages the audience and helps them understand and retain the message	x	
Integrity: Acting consistently and embodying the Amber Community principles and values, being committed to public interest. Being open, honest and transparent in all dealings	x	
Empathy: Communicates well with, relates to and sees issues from the perspective of people from a diverse range of cultures and backgrounds	x	
Teamwork: Working collaboratively to achieve group objectives. Understanding the needs and goals of others and adapting one’s own views and behaviour when appropriate	x	
Accountability: Taking ownership for the responsibilities, decisions made, and actions taken within the scope of their role	x	

KNOWLEDGE AND EXPERIENCE	Essential	Desirable
Relevant work experience		
Demonstrated experience in facilitating groups and workshops	x	
Demonstrated ability to work independently with minimal supervision	x	
Demonstrated experience in psycho-social group programs/ interventions	x	
Demonstrated experience in working with young people		x
Demonstrate experience in working with non-compliant participants with challenging behaviours		x

Relevant qualifications		
Certificate IV in Workplace Training and Assessment	x	
Qualifications in psychology, social work, human services or related discipline	x	
A current Victorian Driver's Licence and a safe driving history (defined as no more than six current demerit points and no licence suspension or cancellation in the last five years)	x	
Comprehensive vehicle insurance – must provide evidence (cover note) that the vehicle they use to travel to Amber Community work locations, is comprehensively insured	x	
Current Working with Children Check	x	
Current Police Check	x	

Current Mental Health First Aid Certificate

x

Current HLTAID003 Provide First Aid Certificate

x

Specialised knowledge		
An understanding of road safety issues and current laws		x
Experience in using MS Office products	x	