

Position Description

Title	Children's Therapeutic Group Worker
Business unit	Homelessness Intake and Prevention, Eastern Melbourne
Location	291A Maroondah Highway, Ringwood 3134
Employment type	Casual (4 hours per week on Monday's)
Reports to	Family Violence Team Leader

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The role is responsible for providing Group Work programs for children within the Family Violence Therapeutic Interventions Program 'Pathways to Resilience' in the outer eastern metropolitan region. Pathways to Resilience (Outer East) provides a range of therapeutic responses to victim survivors of Family Violence, including children, young people and adults. Uniting is the lead agency in a five-agency partnership in outer eastern Melbourne.

2. Scope

Budget: nil

People: nil

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3. Relationships

Internal

- All Homeless & Intake staff
- All Corporate support services staff

External

- Clients
 - Partner agencies within the Pathways to Resilience Program
 - A wide range of Family violence, Homelessness and Family services agencies
 - Government funding bodies
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4. Key responsibility areas

Service delivery

- Assist with the facilitation or co-facilitation of a variety of group programs for children in the Eastern Metropolitan Region, including elements of planning, preparation, transport, and the monitoring of participants pre and post group
- Ensure administrative aspects of the groups are completed in a timely manner
- Liaise with families of children engaged in the group programs
- Liaise with schools / services involved with children engaged in the group programs
- Assist with intake and family violence risk assessment into Pathway to Resilience Program
- Demonstrate a shared commitment to ongoing health and safety improvement
- Ensure the duty of care is undertaken in a professional manner with due regard relevant Uniting and Department of Families, Fairness and Housing (DFFH) policies and procedures
- Participate in regular supervision and practice reflection activities
- Willingness to work in a flexible manner with regards to working arrangements and interactions with clients

Communication

- Actively listen and ask appropriate questions when working with clients
- Communicate appropriately and professionally with clients, colleagues and other services
- Maintain comprehensive professional case files and client records, including data collection according to program requirements

People and teams

- Maintain and understand own role in achieving organisational mission
- Openly share information, participate and contribute to team discussion
- Value diversity in teams and support team members
- Foster collaboration and team work with and across programs and services
- Work collaboratively and supportively with the Pathways to Resilience Partnership to achieve the program aims
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant

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- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us
- Ensure appropriate use of resources
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour
- Actively participate in initiatives to maintain, build upon and promote a positive a collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required)
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e., equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

5. Person specification

Qualifications

- Essential: Must be assessed to meet the mandatory minimum qualification requirement for specialist family violence roles in Victoria Mandatory minimum qualifications for [specialist family violence response roles | vic.gov.au](https://www.vic.gov.au/specialist-family-violence-response-roles)
 - Degree in Social Work or other qualification in family violence or related discipline that meets Australian Qualification Framework [AQF] Level 7 [bachelor, graduate certificate or masters degree];
 - or hold a diploma in a discipline related to family violence and be in the process of working towards a qualification that meets the MMQ;
 - or have at least 2 years relevant professional experience and be in the process working towards a qualification that meets the MMQ;
 - or have been working in a specialist family violence role prior to July 2021.

Experience

- Essential: Understanding of family violence and its impact on children and families
- Preferred: Experience in the delivery of group work with children within the community sector, preferably family violence or homelessness sector

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values

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- **Child Safety:** demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect
- **Cultural Awareness:** understanding and awareness of the issues relating to the Aboriginal Community and past practices as well as the CALD
- **Teamwork:** willingness to be proactive and help others, contributes to the continuous improvement of a positive, collaborative and effective work environment
- **Achieves results:** focused on optimal outcomes for clients
- **Professionalism:** executes day-to-day activities in a positive, professional and enthusiastic manner.
- **Client Focused:** prioritises needs of clients
- **Planning and Organisation:** sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required; identifies processes, tasks and resources required to achieve a goal; establishes systems and procedures to guide work and track progress; recognises actual and potential barriers and finds effective ways to deal with them.
- **Negotiation and Communication:** highly effective negotiation and communication skills and capacity to build relationships with a wide range of key stakeholders including carers, Child Protection staff, community service organisations, leisure and recreational facilities staff, as well as other community members and neighbours.
- **Interpersonal Skills:** detects the underlying concerns, interests or emotions that lie behind what is being said and done; presents as genuine and sincere when dealing with others; projects an objective view of another's position; uses understanding of individuals to get the best outcomes for the person and organisation

Other requirements

- Legal eligibility to work in Australia
- Current driver's licence valid in Victoria
- A satisfactory national police records check is a condition of this position and is repeated every three years and International police check if required
- Current Working With Children Check (Victoria)
- Compliance and understanding/familiarity with organisational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health and Safety)

6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

7. Acknowledgement

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I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: