

Position Description

Position Title:	Group Facilitator
Service/Program:	
Approved By:	General Manager Operations
Date Effective:	December 2019

Our Organisation

RAV is a secular, community-based, not-for-profit organisation with more than 75 years' service delivery experience. Our vision is for positive, respectful, safe and fulfilling relationships for all Australians. Our objective is to relieve suffering, distress and helplessness and to enhance physical, social and emotional wellbeing. Our services are for all members of the community, regardless of their religion, age, gender, sexual orientation, lifestyle choice, cultural background or economic circumstances. We provide services across metropolitan Melbourne and regional Victoria, through a network of centres, outreach locations and via telephone and telehealth.

Our Values

Inclusiveness, respect, integrity, transparency, accountability, effectiveness, innovation and compassion.

Position Purpose

The purpose of this position is to ensure Relationships Australia Victoria (RAV) delivers relationship education programs such as Tuning into Kids and Dads Tuning into Kids to clients in order to enable them to connect with others in similar situations and their own children, provide them with support as well as an opportunity to develop skills to overcoming relationship difficulties.

The position provides support in the advancement of the RAV Child and Family Strategy through facilitation of the whole school approach program, *I like, like you: A healthy relationships program for schools*, both primary and secondary (manager to insert brief details).

This position is covered by the Relationships Australia Victoria Staff Enterprise Agreement, but otherwise, would be covered by the Social, Community, Home Care and Disability Services Industry Award 2010.

Position Specifications

Line manager	Centre Manager
Manages	Nil
Key external liaison	Police, Courts, local networks and support services
<i>Note: Reporting arrangements may change from time to time to meet business requirements</i>	

Position Summary

RAV is funded to provide quality group programs which include Men's Behaviour Change Program (MBCP), support groups for those impacted by family violence, *I like, like you: A healthy relationships program for schools* (ILLY), Tuning in to Kids and Dads Tuning in to Kids. The role supports participants to develop clearer understanding of their relationships, recognise and challenge roles and patterns they use and enable them to make constructive decisions and changes to their relationships and their own lives.

Key Result Areas (KRAs)

Area	Tasks
Program Delivery	Provide high quality, ethical and professional group work and individual if required facilitation and interventions. This includes recognition of the potential of each person, and their capacity for change.

	• Assess client needs where required and provide referrals to appropriate RAV or external services, if or where identified and appropriate to support clients accessing and utilising further services • Contribute to the ongoing development of programs and their delivery within an integrated framework across RAV, including developing, planning, effectively facilitating the content of sessions delivered. • Ensure safety is prioritised for individual clients and participants in group facilitation, by confirming that relevant clients have undertaken risk assessments and that appropriate strategies are implemented to manage risk within group sessions and for individuals participating as appropriate. Delivery of sessions and facilitation of the agreed number of programs in accordance with funding, RAV policies and protocols. • Maintaining accurate records, completing statutory reports if required, and referring or reporting serious or complex issues to the Centre Manager. • Administration including preparing group work material, room set up, handouts, refreshments, maintaining of attendance records.
Services provided to clients are high quality	• Demonstrate highly developed skills in assessment and group work. • Demonstrate highly developed skills in assessment, group work and for those impacted by family violence • Demonstrate an ability to be reflective about the work, in particular how the work is having an impact on the self as a practitioner
Policies procedures and systems	• Comply with policies, procedures and systems as required. • Model the organisation's values and contribute to the workplace culture. • Identify, communicate, report OHS related risks and hazards within the workplace.
Continuous improvement	• Demonstrate commitment to team / centre objectives and strategic priorities. • Identify, develop and support new initiatives, quality, continuous improvement activities to support organisational requirements.
Other	• This position description is not an exhaustive list of responsibilities. • Additional responsibilities not listed may be required; these may change from time to time to reflect the needs of our clients and the service but will remain at the same level of responsibility aligned to this position. • You are expected to perform different tasks which fit with your skills, abilities and knowledge, as may be necessary due to business, workplace, service changes.

Key Performance Indicators (KPIs)

- Effective and high quality facilitation of groups
- Demonstrated capacity to engage and influence others as a credible professional
- Effective completion of assessments, including risk assessments, where required and provision of related information.
- Maintenance of case notes and timely and accurate record keeping,
- Positive feedback on performance from group participants and work colleagues,
- Prompt reporting to Centre Manager of safety concerns and any serious matters or critical incidents.
- Delivery of the agreed number of programs
- Compliance with RAV policies and procedures and associated funding requirements.

Key Selection Criteria (KSC)

Mandatory KSC:

- Appropriate tertiary qualifications in psychology, social work or a related allied health discipline and eligibility for membership of appropriate professional body.
- Demonstrated experience and expertise working with children, adolescents and families, including group work interventions.
- Sound risk/assessment skills and ability to make appropriate referrals for children, young people and their families.

Position descriptions are regularly reviewed to ensure they meet RAV's needs. These may be changed by general or department managers, and/or the Chief Executive Officer at any time. Current position descriptions are accessible at any time on SharePoint.

- Demonstrated capacity to work independently and as part of a team.
- Excellent communication and interpersonal skills
- Good all-round computer skills and literacy, competent with the Microsoft Office suite including Outlook, Word.
- Current Australian Driver's license.
- All employees will be required to undertake a National Police Check, International Police Check (if applicable), and have a current Working with Children Check throughout their employment.

Desirable KSC:

- Candidates who are Aboriginal, Torres Strait Islander's, people with a disability or others from under-represented culturally diverse backgrounds are encouraged to apply.
- Previous experience in the development and facilitation of group work programs for children, adolescents and parents.
- Post-graduate qualifications in family therapy, couples therapy or related.
- Knowledge and experience in the mental health and/or family violence sector.
- Strong writing skills.
- Experience working in a role with culturally and linguistically diverse clients, stakeholders and staff (preferable)

We encourage applications from First Nations peoples, people from under-represented culturally and linguistically diverse backgrounds, people from lesbian, gay, bisexual, transgender, intersex, queer, asexual (LGBTIQA+) communities, and people living with disability.



We acknowledge the First Nations and Torres Strait Islander peoples as the Traditional Owners of the lands and waterways of Australia. We support Aboriginal people's right to self-determination and culturally safe services. We recognise the lifelong impacts of childhood trauma. We recognise those who had children taken away from them.