

Position Description

Position Title	Group Facilitator
Salary & Conditions	FamilyCare Enterprise Bargaining Agreement
Award & Classification	Social, Community, Home Care and Disability Services Industry Award Level 3.1 to Level 4.4
Hours of work	Refer to Contract of Employment
Department	Child and Family Services
Position reports to	Team Leader or Advanced Practitioner
Performance Review	At three months, then annually thereafter

FamilyCare acknowledge the Yorta Yorta Nation, Taungurung, and Wurundjeri Woi Wurrung people as the Traditional Owners of the land and waterways on which we work, live and support community.

We recognise that past, present and emerging Aboriginal and Torres Strait Islanders peoples are the First Nations people of Australia.

FamilyCare is one of regional Victoria's largest and most progressive community service organisations, with offices across five Local Government Areas: Greater Shepparton, Mitchell, Murrindindi, Strathbogie and Moira.

FamilyCare is the main provider of child and family services in our region and in addition, we provide support to families of children with disabilities, NDIS Support Coordination and a variety of carer support options.

FamilyCare is committed to working collaboratively to improve outcomes for victim survivors and their children. We believe those who choose to use violence should be accountable for their actions.

FamilyCare is dedicated to fostering a positive and empowering culture for leaders, with a focus on improving client outcomes and inspiring professional growth.

Vision

Strong families and communities.

Purpose

FamilyCare works with individuals, families and communities to increase wellbeing, build strengths and encourage optimism.

Core Values

The Code of Conduct reflects and supports FamilyCare's core values, which are:



RESPECT

for all people and of their right to reach full potential



EMPOWERMENT

of clients and staff to achieve individual and collective goals



INTEGRITY

actions consistent with beliefs



LEADERSHIP

on issues that impact adversely on individuals, families and community



COMMUNICATION PROFESSIONALISM

a commitment to open and ongoing dialogue with all stakeholders



in all aspects of our work

Role Summary

Child and Family Services works with families where there are children up to 18 years of age. The program aims to enhance family, child, and young people's health and well-being, to help prevent child abuse and neglect and to support the family through major life transitions and times of difficulties. We utilise a strength-based approach in supporting families to achieve their goals and work in alignment with the best interest's framework.

A range of approaches from brief, early intervention and prevention, through to more intensive, long-term support are provided to assist families to develop or enhance their ability to provide a safe and nurturing environment for children.

The Group Facilitator will oversee a range of programs under different allocations within the Child and Family Services Program. A key focus of the Group Facilitator is maintaining the groupwork duties of the Safe and Together™ Model program and/or the Regional Parenting Services. The role involves the following key components:

1. Facilitation and cofacilitation of evidence-based group trainings.
2. Creating opportunities to deliver trainings on a fee for service delivery model.
3. Support embedding of Safe and Together in practice.
4. Group based parenting information and support.
5. Family based parenting support.

The Safe and Together™ Model is an internationally respected approach for working with families impacted by domestic violence perpetrator behaviour. The Safe and Together™ was developed by David Mandel in the United States. The model supports practitioners to be able to partner effectively in their work with adult survivors and their children, and to intervene more effectively with perpetrators. Evidence is increasingly demonstrating that working within the Safe and Together™ model helps to support keeping children safely with their protective parent and supports working with the whole family. FamilyCare is committed to implemented Safe and Together™ within our agency, but also to supporting other agencies to have access to the Safe and Together™ model.

Regional Parenting Services aim is to promote the wellbeing and healthy development of children and young people aged from birth to 18 years by supporting parent/carers to develop their parenting skills and confidence and to respond positively to parenting challenges. Regional Parenting Services provide universal and targeted parenting support including group-based parenting support and information and individual parenting support to families. The Regional Parenting Service involves the delivery of evidence-based group work sessions including, but not limited to, Tuning in to Kids, Tuning in to Teens, Circle of Security and Bringing up Great Kids.

FamilyCare is committed to delivering evidence-based group programs both to internal and external agencies (fee dependent for service model of delivery) among multiple areas of the Goulburn catchment, which includes the local government areas of Mitchell, Murrindindi, Strathbogie, Moira and Shepparton.

Key Performance Responsibilities

Service Delivery

1. Conduct group readiness screening, intakes, material preparation, closure and any required referrals.
2. Facilitation of evidence-based group trainings both face to face and online.
3. Development of partnerships and opportunities for FamilyCare to deliver trainings on a fee for service delivery model, meeting required minimum training quotas.
4. Program and session planning and promotion, including development of partnerships with other relevant agencies to provide place based and co-facilitation opportunities.
5. Able to work across flexible weekday hours, including travel to different locations to deliver training.
6. Ensure all trainer expectations are met as per agreement with relevant institutes' certification needs.
7. Undertake additional duties as reasonably directed from time to time.

Data Collection and Reporting

1. Maintain program administrative requirements including maintenance of comprehensive case notes.
2. Meet electronic data collection requirements.
3. Provide internal reports to the Team Leader.

Representation and Advocacy

1. Identify gaps in services available to clients and advocate on their behalf.
2. Attend internal and external meetings.

Community Development and Education

1. Provide consultation to other community agencies and professionals to assist their ability to deliver services to children, young people and families.
2. Promote a broader understanding of relevant State and Federal legislation that impacts upon children and family welfare including the Children, Youth and Families Act 2005 and the Child Wellbeing and Safety Act 2005.

Quality Improvement and Evaluation

1. Contribute as an effective and professional team member at all times.
2. Perform all duties in a safe manner.
3. Perform all work with a continuous improvement ethos.
4. Understand and abide by all relevant policies and procedures.
5. Participate in regular supervision activities.
6. Lead by example and in accordance with FamilyCare's values.
7. Be aware of FamilyCare's responsibilities to contribute to children's safety and wellbeing and report any concerns about neglect or abuse to a supervisor or manager.

Key Selection Criteria

Knowledge and Skills

1. Sound knowledge of the issues facing vulnerable families including child development, attachment, trauma and family violence.
2. Understanding of relevant theoretical frameworks and legislation including Children Youth and Families Act 2005, the Child Wellbeing and Safety Act 2005 and Child Safe Standards.
3. Demonstrated ability to undertake casework practice using a case management approach.
4. Highly developed interpersonal and communication skills including demonstrated ability to communicate effectively with a wide range of people and diverse communities.
5. Well-developed administrative skills including maintaining accurate files, detailed assessments and case notes.

Qualifications

Essential

- Tertiary qualification (minimum Diploma) in Social Work, Family Therapy, Community Services, Psychology or other relevant qualifications.

Desirable

- Two years' case management experience including expertise in working with infants, children, young people and families at risk.

Position Requirements

Satisfactory National Police check	Required
Working with Children Check	Required
NDIS Worker Screen Check	Not required
Valid Victorian Driver Licence	Required

Employees who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check on commencement of employment.

Employees are required to successfully complete all mandatory competencies in accordance with the Core Competency Training register.

Other Information

Salary packaging offered within prescribed guidelines.

FamilyCare Enterprise Agreement has provision for salary and conditions over and above of SCHADS Award base rates.

All employees are bound to work according to the policies and procedures of FamilyCare, the Agreement and Award that provides their terms and conditions of employment and the FamilyCare Code of Conduct.

All employees must take reasonable care of their own health and safety, as well as that of other people who may be affected by their conduct in the workplace.

All employees are required to successfully complete any assigned online competencies ongoing, as prompted. All new employees will be required to complete all assigned competencies within the first three months of employment.

FamilyCare promotes a respectful and safe workplace environment that does not tolerate or excuse any forms of violence including family violence.

FamilyCare is committed to:

- ensuring the safety of children;
- respecting diversity; and
- providing a workplace free from discrimination and harassment.

INCUMBENT STATEMENT

This Agreement can be accepted and signed electronically, with the same binding effect on the parties.

I, _____ have read, understand and accept the above Position Description

Signed: _____

Date: _____