

# CASUAL GROUP FACILITATOR POSITION DESCRIPTION PARENTZONE / WOMEN'S HOUSE NORTH METRO REGION

**At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults.** Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

**So come and join us at Anglicare Victoria where there is a rewarding career ready for you** in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



## Position details

<b>Position</b>	Casual Group Facilitator
<b>Program</b>	ParentZone Northern & Broadmeadows Women's Community House
<b>Classification</b>	SCHADS Award Level 5 (Community Development) (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
<b>Hours</b>	Casual
<b>Hours per week</b>	Variable
<b>Duration</b>	Ongoing
<b>Fixed term end date</b>	N/A
<b>Location</b>	North Metro
<b>Reporting Relationship</b>	This position reports directly to the Team Leader
<b>Effective date</b>	November 2021

## Overview of program

Parentzone (PZ) is a regional parenting service which aims to support parents through the provision of educational/support group programs that assist in the development of parenting skills, competencies and relationship building for parents and professionals.

The Broadmeadows Women's Community House (BWCH) provides a range of group work services to a culturally diverse community. Within the parameters of the funding streams BWCH also adopts a strength based, client-centred framework to address the issues that are present in the local area.

## Position Objectives

1.	Facilitate group work programs including but not limited to; specialist relationship programs, parenting and/or children's programs as well as professional development in the North, with particular reference to meeting the needs of disadvantaged and socially isolated communities.
2.	Deliver professional development and parent education training to professionals in the Northern Metropolitan region
3.	Take steps to reduce risks to children's safety and wellbeing and other family members through group work provision and referral to services and supports
4.	Within a group work context, support and empower families to overcome challenges and to take charge of their lives, including positive engagement with their community.

## Key responsibilities

The key responsibilities are as follows but are not limited to:


1.	Plan and deliver a range of group programs, as well as training and education for professionals, which align with targets and funding agreements.
2.	Conduct initial assessments on clients prior them to joining programs, periodic reviews of client goals and make appropriate referrals when necessary.
3.	Collect data, and prepare reports and routine correspondence regarding the operations of the program as required.
4.	Within a group work approach, engage with group participants to build supportive networks within the community that will provide enduring support and address isolation issues.
5.	Maintain up to date resources and information and participate in professional development in line with program requirements.

## Key Selection Criteria

The Key Selection Criteria are based on role specific requirements.

### Role specific requirements

Applicants are required to provide a written response to the role specific requirements. The five criteria are to be addressed individually (no more than 2 pages in total).

 Role Specific	1. Relevant tertiary qualification in community development, social work, or related discipline and experience.
	2. Demonstrated experience in planning, establishing and facilitating group work, professional development and education, as well as an understanding of adult learning and group work theories.
	3. Excellent communication and interpersonal skills, including the ability to liaise and negotiate with a multi-disciplinary team.
	4. Demonstrated ability to make sound judgements in relation to safety and wellbeing assessments of program participants.
	5. Demonstrated capacity to work collaboratively within a team, take direction as required and demonstrate initiative as appropriate to the role.



## **Occupational health & safety (OHS)**

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

## **Cultural Safety in the Workplace**

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

## Conditions of employment

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. Salary packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and an Employment Working with Children Check prior to commencement.

## Acceptance of Position Description requirements

To be signed upon appointment

### **Employee**

Name:

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Signature:

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Date:

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