**Program Facilitator POSITION DESCRIPTION**

**Tuning into respectful relationships**

**Eastern 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**

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| **Position** | Group Facilitator |
| **Program** | Tuning Into Respectful Relationships |
| **Classification** | SCHADS Award Level 5 (Social Worker Class 2)  (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award) |
| **Hours** | Part Time |
| **Hours per week** |  |
| **Duration** | Fixed Term |
| **Fixed term end date** | 30 June 2023 |
| **Location** | (Office location- Box Hill- program is delivered within 11 Prisons located: Deer Park, Lara, Ararat, Castlemaine, Murchison. |
| **Reporting**  **Relationship** | This position reports directly to the Team Leader for Respectful Relationships |
| **Effective date** | May 2022 |

**Overview of program**

*Tuning Into Respectful Relationships* is a psychoeducational group program for prisoners, residing in correctional facilities. The program’s aims are to raise awareness of the elements of respectful relationships, impart practical knowledge and skills to help participants maintain, improve and develop relationships, and contribute to the participant’s self-development. The program is structured to be delivered over six contact hours, in two three hour modules by a pair of co-facilitators. The program is inclusive of all prisoners regardless of offence, sentence, gender, culture, or sexuality.

**Position Objectives**

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|  | To assist participants better understand the role of respect in their relationships through the facilitation of the Tuning Into Respectful Relationships program |
|  | To equip participants with tools to make and improve respectful relationships through the facilitation of the Tuning Into Respectful Relationships program |
|  | To enable participants to identify and pursue personal development needs in relation to their own attitudes or behaviours |
|  | To provide a positive experience thus encouraging participants to seek and engage in further opportunities and programs for self-development. |

**Key responsibilities**

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

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|  | Deliver effective group facilitation in line with the Tuning Into Respectful Relationships Program Manual |
|  | Maintain a solutions focused, strengths based approach to program delivery within a trauma informed practice |
|  | Adapt course content as required to meet the diverse needs of group participants and have a solid gender based understanding of family violence |
|  | Build and maintain positive working relationships with prison staff, inmates and Corrections Victoria staff |
|  | Participate in regular supervision |
|  | Travel to and from metropolitan and regional prisons and an ability to do overnight stays regionally. |

**Key Selection Criteria**

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).

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| C:\Users\David.Sandison\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\GIF9U7N8\RoleSpecific_icon.jpg | 1. A relevant tertiary qualification in Social Work, Psychology, or related behavioural sciences at degree level with substantial experience; or associate diploma level with substantial experience in the relevant service stream, or less formal qualifications with specialised skills sufficient to perform at this level. |
| 1. Experience and knowledge in adult group facilitation, desired experience in Men’s Behaviour Change Program delivery or family violence specific group delivery. |
| 1. Hold a solid understanding of gender based Family Violence as well as an understanding of the prison system. In addition, show an ability to reflect on inter-relational challenges within these environments such as collusion. |
| 1. Ability to establish working relationships with all key stakeholders that demonstrate respect and honest communication, particularly in relation to building partnerships and collaboration |
| 1. Flexibility of availability due to the rostering of group programs |
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**Child Safety**

AV is committed to protecting children and young people from all forms of harm and abuse. As an employee you are required to report any concerns raised by, or on behalf of, children and young people in accordance with mandatory reporting, reportable conduct and incident management procedures. Everyone at AV has a role to play in keeping children and young people safe.

**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 recognizes 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 and an Employment Working with Children Check prior to commencement.
* A current Victorian Driver’s license is essential.
* In line with Anglicare Victoria’s COVID 19 Vaccination Policy all staff, students and volunteers are required to provide evidence of full vaccination against Covid-19 or provide a valid medical exemption. This requirement may be amended from time to time in line with Anglicare Victoria Policy or as directed by Chief Health Officer.

**Acceptance of Position Description requirements**

To be signed upon appointment

**Employee**

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| Name: |  |
| Signature: |  |
| Date: |  |