



Position Description

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| Position Title: | Women and Children's Group Facilitator |
| Salary & Conditions: | FamilyCare Enterprise Bargaining Agreement |
| Department: | Child and Family Services |
| Direct Report To: | Program Leader |
| Responsible For: | Development and Facilitation of a group work program for women and children, with a focus on Family Violence |
| Performance Review: | At three months, then 12 months |

FamilyCare Vision

Strong, resilient families and communities.

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's activities include child and family services, men's services, carer and disability support programs, NDIS and community development.

Key Selection Criteria

1. Qualifications

Essential

- Bachelor of Social Work or other tertiary qualification relevant to social welfare practice

Desirable

- Experience using the Common Risk Assessment Framework
- Knowledge of Art or Music Therapy and or, trauma informed practice is highly desirable

2. Skills, Knowledge and Experience

Essential

- A demonstrated understanding of the many facets of family violence including the gendered nature of family violence and use of power and control.
- Understanding of privacy and confidentiality obligations.
- Experience facilitating group work and mother / child interventions with children.
- A demonstrated understanding and skill in applying the relevant case practice models in undertaking assessments, decision making, planning and therapeutic interventions
- An understanding of and commitment to supporting diverse communities including Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, LGBTQI and people with a Disability.

- Excellent time management and organisational skills and strong communication skills.

3. Women and Children's Group Facilitator for Hold My Heart to End the Fear program– Information

The Hold My Heart to End The Fear program provides a safe environment within a group setting to build communication between mothers and their children who have experienced family violence. The Group Facilitator will provide the necessary support to facilitate discussion.

Aim of Service

- The Hold My Heart to End the Fear groups are designed for mothers and their children aged between 8-12 years (approximately).
- The will programs will run the length of the school term.
- The program will provide a safe place for children and their mothers to discuss issues related to family violence.
- The group environment will be a positive and therapeutic experience.

4. Key Performance Responsibilities

4.1 Service Delivery

- Undertake initial assessments and ongoing preparation for group work sessions.
- Ensure development of practical tools, techniques and operations.
- Provide high level group facilitation and practice consistency.
- To provide high quality family violence group work program to a diverse range of clients including women and children including: CALD backgrounds, Aboriginal and Torres Strait Islander, women and children, women who identify as LGBTI, women living with a disability and young women.
- To work within a feminist therapeutic framework.
- Provide holistic, evidence based interventions with clients and their families which reflect their needs whilst aiming to promote independence, resilience and enhanced quality of life.
- Ensuring group work programs are culturally sensitive.
- Provide appropriate internal and external referrals to other services as required.
- To work as a member of a team and take direction as appropriate.

4.2 Data Collection and Reporting

- Maintain a group of four to eight mothers and children throughout the program.
- Complete all program administration requirements including group work templates, assessments and pre and post surveys in a timely manner.
- To maintain program administrative requirements and electronic data collection as required.
- To provide internal reports as required
- Maintain program evaluation frameworks and data reporting.

4.3 Representation and Advocacy

- To maintain a strong collegiate relationship within the broader stakeholder network.
- To attend internal program and team meetings as required.

4.4 Community Development and Education

- Participate in practice forums and shared learning activities as required.

4.5 Quality Improvement and Evaluation

- Meet occupational health and safety requirements.
- Ensure that relevant policies and procedures are followed.
- Participate in regular supervision activities.
- Identify training needs in consultation with Supervisor and attend professional development as deemed appropriate.
- Be aware of and meet relevant Quality Management System responsibilities.
- Participate in relevant evaluation activities.
- 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.

5. Current and Valid checks:

- Drivers Licence.
- Police Check.
- International police check when applicable.
- Working with Children Check.
- Disability Worker Exclusion Scheme. (Delete if not applicable)

6. Other Information

- Salary packaging is offered within prescribed guidelines.
- All staff and volunteers must abide by a Code of Conduct.
- FamilyCare is committed to:
 - ensuring the safety of children
 - respecting diversity and
 - providing a workplace free from discrimination and harassment.