

## POSITION DESCRIPTION

<b>Position:</b>	Group Facilitator
<b>Program:</b>	Parentzone Gippsland
<b>Classification:</b>	SCHADS Award Level 5 (Social Worker Class2)
<b>Hours:</b>	.4 EFT
<b>Duration:</b>	12 Months
<b>Location:</b>	Morwell
<b>Accountability:</b>	This position is directly accountable to the Team Leader, Parentzone
<b>Date:</b>	December 2016

## INTRODUCTION

At Anglicare Victoria our focus is on transforming the futures of children and young people, families and adults. Our work is based on three guiding pillars, Prevent, Protect, Empower. We offer a comprehensive network of services and seek to ensure the provision of high quality services that will bring about significant improvements in the life experience of the young people, children and families/caregivers with whom we work.

Anglicare Victoria has an official Reconciliation Action Plan (RAP) that bears the Reconciliation Action Trademark. The RAP requires that staff continue to develop their cultural competence so as to maximise opportunities and improved outcomes for Aboriginal and Torres Strait Islander peoples.

### 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 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.

**OHS** - Employees are required to complete the OHS requirements of the organisation, which may include local level training relating to equipment usage or Hazardous Chemicals.

### Employees, contractors and volunteers are required to:

- understand and comply with all OHS legislation and regulations relevant to their activities at the designated workplace and undertake training as required
- 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 the Team Leader/Supervisor or Regional Manager

## **OVERVIEW OF PROGRAM**

Parentzone Gippsland is a regional parenting service that aims to strengthen family life in Gippsland by promoting positive parent / child interactions and relationships. This is achieved by enhancing skill and knowledge through the delivery of a variety of parenting and children's programs in locations across the Gippsland region and providing resources to parents and professionals.

## **POSITION OBJECTIVES**

To co-ordinate and facilitate parenting and / or children's programs and professional development in Gippsland, with particular reference to meeting the needs of disadvantaged and socially isolated communities.

The position will involve working flexible hours, including occasional evening work, in locations across Gippsland.

Take steps to reduce risks to children's safety and wellbeing and other family members.

To work with members of families to empower them to manage their life situation and to take charge of their lives, including a positive engagement with their community.

## **KEY RESPONSIBILITIES**

- To present and conduct parenting and / or children's programs to individuals and groups, designed to enhance the skills of parents, children and caregivers.
- Use a range of techniques and approaches to engage with parents, children and families that are reluctant or ambivalent about using support services, including outreach to families in their homes or local community venues to conduct 1-1 parenting support and education when required.
- To ensure that appropriate, accessible and comprehensive information is available to customers of the program.
- Work with parents, children and families to build supportive networks within the community that will provide enduring support and address isolation issues.
- Connect families and children with relevant services and to ensure access to parenting education programs in disadvantaged and socially isolated communities.
- To maintain up to date resources and information.
- To continually update, expand and monitor existing programs, ensuring relevance to children and families.
- To liaise with other regional and statewide services particularly to enhance service delivery through innovative and collaborative approaches.
- To participate in, regional meetings, conferences and training programs as requested.
- To collect data, and prepare reports and routine correspondence regarding the operations of the program as required.

- To provide support to the Parentzone Team Leader and the Parentzone team.
- To perform other duties as required by the Parentzone Team Leader

## **KEY SELECTION CRITERIA**

1. A relevant tertiary qualification in Social Work, Psychology, Early Childhood Specialist and/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.
2. Demonstrated understanding and knowledge of effective parent education theory and current practice, including adult learning models.
3. A thorough understanding of child and adolescent physical, emotional and social development, and the issues or concerns that are likely to effect parents and children at each stage.
4. Demonstrated ability to assess safety and wellbeing assessments and make sound judgments in relation to prescribed actions.
5. Demonstrated understanding and application of individual and systemic theories that underpin work with parents and children.
6. Experience in group facilitation.
7. Excellent communication and interpersonal skills.
8. Competent user of a variety of computer applications.
9. Demonstrated organisational experience.
10. Demonstrated experience in effective team participation.
11. Commitment to ensure the confidential aspect of the position.
12. Understanding and appreciation of the community's cultural diversity.

## **Desirable skills, knowledge, and experience**

- Knowledge of child and adolescent development and family life cycles.
- Commitment to the concept of family in all its forms and understanding of the pressures facing families.
- Knowledge of common childhood and parenting issues and a range of effective strategies.
- Mature and non-judgemental approach to people.
- High level of empathy and emotional intelligence.
- A positive, flexible and solution-focused approach to work practices.
- A willingness and commitment to work as part of a team.

- Knowledge of administrative procedures.
- Neat and accurate standard of work.
- Excellent organisational skills.

## **TERMS AND CONDITIONS**

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 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 must provide a Working with Children Check prior to commencement.
- A current Victorian Driver's licence is essential.
- Anglicare Victoria is a member of HESTA (Health Employees Superannuation Trust). At present, we contribute 9.5% of ordinary time earnings to this fund. Staff may elect to choose their own superannuation fund.

## **TO APPLY:**

Please apply in writing addressing the key selection criteria and nominating three professional referees to and include a copy of your CV to Lee McNeill, Program Manager, Family Services: Lee.McNeill@anglicarevic.org.au, or post to PO Box 959, Morwell, 3840.

For further enquiries contact Lee McNeill on 5133 9998 or Lee.McNeill@anglicarevic.org.au

**Applications close** 25 January 2017.

## POSITION DESCRIPTION

<b>Position:</b>	Group Facilitator
<b>Program:</b>	Parentzone Gippsland
<b>Classification:</b>	SCHADS Award Level 5 (Social Worker Class2))
<b>Hours:</b>	.7 EFT
<b>Duration:</b>	Ongoing
<b>Location:</b>	Morwell
<b>Accountability:</b>	This position is directly accountable to the Team Leader, Parentzone
<b>Date:</b>	December 2016

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- To perform other duties as required by the Parentzone Team Leader

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