

POSITION DESCRIPTION: GROUPWORK FACILITATOR AND COMMUNITY DEVELOPMENT

Position Description	This position provides clinical services through working with clients in groups and is responsible for enhancing the profile of the centre/program and Relationships Australia NSW (RANSW), building relationships with other community services/key stakeholders and exploring partnership opportunities.	
Reports to:	Team Leader Group Work and Manager	
Direct Reports:	N/A	
Position Liaises with:	Internally: Other staff in the Centre/Program, other RANSW staff, Groupwork Team Leader, Manager, administrative staff, other groupwork/relationship educators, PQI. Externally: External agencies, key stakeholders, members of the community	
Location:	Blacktown	
Strategic Goals	Areas of responsibilities	Key Performance Indicators
Client Focus	<ol style="list-style-type: none"> 1. Provide quality client service in Groupwork programs, including working with individuals (men, women and children), couples and in some instances whole families; 2. Develop and deliver groupwork programs including psycho-educational groups 3. In conjunction with the Manager/Team Leader, build effective working relationships with other community services/key stakeholders and explore collaboration and partnership opportunities 	<ol style="list-style-type: none"> 1.1 Lead groups, creating a therapeutic learning environment for clients to explore individual, couple and family relationship issues; 1.2 Capacity to use self-reflection, clinical supervision and professional development to improve practice and co-leadership; 1.3 Work effectively with co-facilitators to deliver group work programs; 2.1 Assess community needs and liaise with Team Leader/Manager to determine which group programs to run; 2.2 Promote and facilitate programs; 3.1 Attend interagencies; 3.2 Explore opportunities with key stakeholders around partnership opportunities.
People	<ol style="list-style-type: none"> 1. Accepts personal responsibility for overseeing and maintaining safe work practices 	<ol style="list-style-type: none"> 1.1 Demonstrates integrity, respect and professionalism at all times – and demonstrably lives the RANSW values

	2. Work cooperatively within a team environment	<p>1.2 Demonstration of safe work practices including identification and reporting of hazards/workplace incidents as they occur</p> <p>1.3 Ensure that the Executive Team is fully informed on all aspects of the operations, including any risks to the organisation</p> <p>2.1 Attend team/program meetings and workshops as required</p>
Sustainability	<p>1. Ensure corporate regulatory compliance</p> <p>2. Contribute to the design, implementation and evaluation of group work programs</p> <p>3. Contribute to the development and maintenance of program resources</p> <p>4. Provides leadership in the promotion of the Centre/Program and RANSW within the catchment area</p>	<p>1.1 Maintain RANSW's paper and electronic records and documents in compliance with relevant legislations</p> <p>2.1 Liaise with Team Leader/Manager/PQI regarding group work programs and provide feedback and input as required</p> <p>3.1 Keep up to date with current research and evaluation of programs and incorporate new strategies as appropriate</p> <p>4.1 Represent, promote and enhance the reputation of the organisation and the Executive Team to the community, key stakeholders, guests and visitors to RANSW.</p>

KEY COMPETENCIES

- **Group Work Facilitation** – clinical expertise in working in a therapeutic learning environment; Demonstrated understanding of the complexities of family relationships and the impact of issues affecting couples, families and children including family safety.
- **Interpersonal and Communication Skills** – ability to relate to a wide range of people from diverse backgrounds; excellent verbal and written abilities; demonstrate initiative; adapt to difficult situations or tasks; manages own stress and boundaries, eliciting appropriate support as required; plans and organises self with complex workload; inspire confidence of internal and external colleagues and clients through the timely resolution of enquiries or requests.
- **Technical Skills** – confident knowledge and use of computer technology including intermediate skills in Microsoft Office programs, data entry systems, electronic diary and email systems and file management; high degree of accuracy and good attention to detail.
- **Knowledge** – excellent knowledge of the community sector and community issues especially as they affect family and community relationships.
- **Teamwork** – works collaboratively and collectively with team / work group to accomplish organisational goals; respecting the needs and contributions of others for quality service delivery.

SELECTION CRITERIA

Essential requirement

- Relevant qualifications in counselling, psychology, social work, health promotion, adult education, community welfare or similar field (minimum Diploma level) including group work training
- Relevant training and experience in facilitating parenting groups
- Ability to relate to a wide range of people from diverse backgrounds (including Culturally and Linguistically Diverse and Aboriginal and Torres Strait Islander) and in a range of settings
- Ability to promote the services of, and represent the Centre/Program and RANSW in a range of forums

- Excellent written/verbal skills and experience in delivering presentations
- Demonstrated understanding of the complexities of family and community relationships such as the impact of family separation, culture, migration etc.
- Ability to work independently and as part of a team
- Valid and current Working with Children Check Clearance & police check
- Current NSW Driver's License and own comprehensively insured motor vehicle