

JOB DESCRIPTION

Position:	TDVHS Day Program Group Facilitator
Service:	Toora Domestic Violence and Homelessness Service
Classification:	MEA Level 5/6
Appointment Type:	Permanent part time role, up to 50 hours per fortnight

PRACTICE FRAMEWORK:

Toora Women Inc. supports women with complex issues who have experienced past or present trauma, such as:

- domestic, family and sexual violence
- mental health issues
- drug or alcohol dependency
- homelessness or needing support to stay out of the homelessness system
- time in ACT Corrections.

All services are based on a theoretical model of recovery, respect and empowerment. This includes encouraging self-help and minimizing the effects of institutionalisation and the harm associated with dependencies. Toora Women Inc. is committed to employing women whose life experience and skills match that of the target groups of our services.

SUMMARY OF BROAD PURPOSE OF THE POSITION

This position is part of the Toora Domestic Violence and Homeless Service (TDVHS) and the key purpose of the role is the implementation and review of an evidenced based program intended to provide behavior changing interventions to a group of women and assist participants to establish healthier relationships. The TDVHS Day Program Facilitator will be responsible for the design, evaluation and facilitation of TDVHS day program modules to a group of women.

The TDVHS Day program facilitator will build rapport, support and educate women to upskill in areas of physical health, wellness, healthy eating, education, community connection and social relationships. Additionally the TDVHS Day Program Facilitator will complete administration tasks including writing support letters, the use of outcome measurement tools and case notes.

The Day Program Group Facilitator will facilitate psycho-educational groups and the daily client activity schedule. The TDVHS Day program is an 8 week group program and is designed to allow women to work together, in a safe and respectful environment, to learn from each other and holistically support and empower women who have experienced domestic violence and/or homelessness, ultimately preparing them to reintegrate into society.

The facilitator position requires experience in providing group therapy, high level communication and people skills, strong teamwork ethos and sound judgment and flexibility. They will work alongside other specialist staff and lead group-based interventions. They will maintain the standards of clinical rigour expected in the management of each client.

JOB SPECIFICATION

Specific Accountabilities

Program Development and Implementation

- Demonstrate proficiency in the group facilitation of evidence based Motivational Enhancement and Cognitive Behavioral Therapies.
- Plan, implement and facilitate other treatment activities, action meetings and special activities as negotiated with the Team Leader, Manager and/or Director.
- Use best practice principles in all clinical work such as Family Inclusive Practice, Dual Diagnosis Principles, Trauma Informed Practice, etc.
- Contribute to the development and implementation of program modules (developmental and life skills groups and activities) ensuring activities are planned in advance and signed off by Manager or I Director.
- Facilitate information and brief intervention drop in sessions for clients expressing interest in attending the Toora Women Inc. programs.
- Undertake case management using evidence-based practice, following guidelines and statutory requirements.
- Maintain a designated caseload.
- Participate in treatment team reviews, case reviews and other relevant meetings ensuring information and outcomes are current and accurate and that all client records are up to date and maintained.
- Support the work of the Manager through regular reports on client progress, identifying possible areas of concern to the Case Coordinator as and when they arise.
- Maintain records that meet professional & legal requirements
- Measure and record women's progress through treatment.
- Provide expert advice on matters of complexity within the work and/or specialised area, as required.
- Supervise/manage the operation of a work area, and monitor work outcomes within budgetary constraints, as required.
- Control and co-ordinate larger projects, as required.

Administration / office maintenance

- Create and maintain timetables for Day Program activities.
- Provide assistance to the Manager with data collection.
- Provide input and participate in review of service policies and procedures.
- Participate in the development and implementation of QA activities to maintain accreditations
- Understand all areas of computer operations to meet the needs of the job
- Provide reports on progress of activities and programs including recommendations and improvements, as required
- Establish programs and procedures including planning and coordination, as required
- Undertake a minor phase of a broader or more complex professional assignment, where required.

Teamwork, Networking and Liaison

- Assist clients with complex needs by liaising with other treatment, community and government services to achieve the best possible treatment outcomes.
- Represent Toora Women Inc. in a professional manner on external committees or working parties as required.
- Participate in internal meetings (including Advisory), as required.

- Maintain effective, positive relationships with all relevant stakeholders and facilitate referrals to other services as indicated
- Participate in 'housekeeping' activities that support the day to day operation of the program.

Professional Practice, Professional development and performance management

- Model appropriate behaviour when interacting with clients.
- Train and mentor TDVHS workers co-facilitating group programs
- Commit to ongoing professional development through participation in training programs and external activities as appropriate.
- Assist in the establishment of inter-agency relationships including, if necessary, the development of formal protocols, ensuring that written protocols are contained in program manuals.
- Provide training to mainstream and other community services on women's issues, as required.
- Attend clinical supervision.
- Attend to regular line supervision and accept direction.
- Participate in performance management/appraisal activities as determined by the organisation.
- Contribute to the development of new procedures and methodology
- Supervise, mentor and/or support other Toora staff or volunteers in new roles.

Work Health Safety / Quality Improvement Systems

- Adhere to Toora Women Inc. WHS policies and procedures including self-care policy.
- Take reasonable care to protect their own health and safety at work and meet all obligations under the WHS Act 2011
- Work in accordance to relevant sector standards and participate in Toora Quality Improvement Systems including auditing, surveys and needs analysis.
- Provide reports on progress of activities and programs including recommendations and improvements

SELECTION CRITERIA / PERSON SPECIFICATION – Please address the below criteria in a cover letter as part of your application (max 2 pages)

Essential Qualifications

- Diploma level qualification in relevant field (Community Service, Domestic Violence or Mental Health) and 5 years' sector experience OR
- Bachelor level qualification in relevant field (Social Work, Social Science, Health or Psychology) and 3 years' sector experience
- Possess a valid ACT Working with Vulnerable People registration and a satisfactory National Police Check.
- Possess a current driver's license and be willing to drive.

Selection Criteria

- Specialist knowledge in working with complex women in one or more additional areas such as Family Therapy, Mental Health, Domestic/Family Violence, Trauma, with demonstrated experience delivering quality outcomes for clients
- Advanced group work skills including program development, facilitation and evaluation
- Experience working with women with complex and co-morbid presentations, knowledge of and evidence of application of evidence based domestic violence, homelessness and mental health treatments and frameworks.
- Case management foundations within trauma-informed gendered case management framework
- Well-developed communication skills and ability to prioritise and deliver outcomes
- Ability to work as a part of a team and to build strong relationships with colleagues and clients.
- Proficient computer skills including the use of Microsoft Office applications

Our Mission: Safety, Respect and Choice for Women

- High level of personal integrity and committed to living the Toora values everyday in your work.