

POSITION DESCRIPTION

1. POSITION TITLE Group Work Facilitator	2. POSITION LOCATION Mayfield	3. DIRECT MANAGER Young Adult Services Manager
4. SERVICE AREA Supported Independent Living Program	5. CLASSIFICATION SCHADS Level 5	6. POSITION STATUS Permanent-Part Time (0.8 FTE)

7. POSITION SUMMARY

The Support Independent Living (SIL) program provides a transitional service for young people moving from statutory care into independent living.

Reporting to Young Adult Services Manager, the position is responsible for developing and facilitating programs such as 'Rent it Keep it', men's group, art and music programs, living skill program and work in partnership with other stakeholders such as University of Newcastle, DCJ and local councils for community projects.

With a focus on coaching young people to develop social skills, connect with their culture, emotional resilience and increase independence in group work settings. The goal is to assist the young people to grow, thrive and learn new skills, process and express their feelings, build relationships with SIL staff and build friendships with peers in the community. The program will also provide an opportunity to assist young people to build confidence and develop self-awareness and self-esteem.

This role requires experience in positively engaging with young people and an understanding of trauma-informed practices.

8. PERSONAL ATTRIBUTES / SELECTION CRITERIA

Essential

- A commitment to the Vision, Mission and Values of CatholicCare
- An understanding of the impact of disadvantage on individuals, families and communities.
- Understanding of the NSW Permanency Support Program and needs of young people within it.
- An understanding of the Supported Independent Living Program and how it can support the Permanency Support Program.
- Ability to build rapport effectively with young people, promoting access to program and ongoing engagement.
- Excellent skills in implementing strategies that promote emotional and developmental well-being in young people who have experienced complex trauma.
- Demonstrated experience in developing and facilitating group work.
- Demonstrated ability to effectively manage complex dynamics relationships with young people in group work settings.
- Excellent written and verbal communication skills and interpersonal skills
- Computer literacy with the ability to manage multiple data platforms.
- Ability to work independently and proactively.

- Commitment to confidentiality and building positive working relationships with all stakeholders in the Supported Independent Living program.
- Ability to establish and maintain connections within the community.
- Current driver licence and use of own vehicle with comprehensive car insurance.
- Willingness to be available for rotated weekend or after-hours work

Desirable

- Experience working with people from a Culturally & Linguistically Diverse and Aboriginal and Torres Strait Islander background.
- Experience working with youth who demonstrate challenging behaviour.
- Knowledge of childhood trauma and development theory and how this impacts on young people in their adolescent years and beyond.
- Experience in working from a strengths-based perspective.

9. QUALIFICATIONS / LICENCES

- Qualification in psychology, social work, education or related social science discipline, preferably at degree level (working towards) and/or extensive experience facilitating group work with young people.
- Current driver licence and use of own vehicle (where pre-approved) with comprehensive car insurance.
- Current paid Working with Children Check

10. ORGANISATIONAL ENVIRONMENT

CatholicCare Social Services Hunter-Manning is a not-for-profit organisation and a mission and outreach agency of the Catholic Diocese of Maitland-Newcastle. Our services include a range of child and family services, youth and mental health services and a Permanency Support Programs. All staff are required to work within the ethos of the Catholic Church.

11. MISSION – VISION – VALUES

Our Vision

For inclusive, just and strong communities. We nurture, respect and encourage strong relationships where the individuality and strengths of each person are respected, valued and celebrated.

Our Mission

CatholicCare Hunter Manning listens and responds by working together with communities to build a stronger, fairer and kinder society that values children, young people, families and individuals. Through Christ's mission we seek to provide opportunities for people to 'have life and have it to the full'.

Our Values

Respect – We show consideration for ourselves and others, whilst recognising each other's differences

Justice – We believe in, actively seek and encourage, equality for all

Connection – We are committed to developing and enhancing meaningful relationships with, and between, our communities including agencies of the Catholic Diocese of Maitland-Newcastle, funding bodies and like-minded organisations that uphold a commitment to assisting the vulnerable.

Collaboration - We encourage teamwork that achieves tangible outcomes through open

communication, lateral thinking and positive reinforcement
Innovation – We anticipate change and proactively ensure our service delivery is at the forefront of industry standards.

12. PERFORMANCE

Key Performance Area	Key Tasks	Performance Indicators
<p>1. Developing and facilitating groups within the Supported Independent Living team</p>	<ul style="list-style-type: none"> • Facilitate small groups program such as "Rent it Keep it", Men's group, Art and Music Program, living skill programs which meet the needs and interests of the young people. • Ensure Young Person's active participation within the program. • Develop, source and purchase appropriate materials required to complete programs • Encourage and facilitate positive relationships with the community to support young person's independence. • Support young people to develop specific employment related skills training such as Lawn Mowing or Jewellery Making. • Assess and manage risk to young people and staff engaging in group works. 	<ul style="list-style-type: none"> • Evidence that young people have completed the mandatory programs and gained recognition in that area. • Evidence that the young person is consulted and contributes to the development and direction of the program • Session plans are completed outlining program goals, timeframes and resources required • Evidence of young person's participation in the program • Programs are developed, resources and materials are purchased in a timely manner to ensure continuity of the program • Invoices are provided to YAS Manager for timely payment of items • Evidence of young person's participation in community activities. • Evidence that young people attended and completed the training. • Completion of CatholicCare Risk Assessment documentation • All associated risks will have actions to mitigate risk

2. Record keeping and reporting	<ul style="list-style-type: none"> Maintain accurate and comprehensive case files that meet accreditation, legislative and organisational requirements. 	<ul style="list-style-type: none"> Case management records are completed and uploaded in a timely manner and contain high quality information relating to clients and stakeholders.
3. Participate and contribute to the team and organisational structure	<ul style="list-style-type: none"> Attend and participate in all team meetings, staff development & training, organisational events & external meetings where appropriate. Take responsibility for giving and receiving feedback within various team settings. Contribute to team building and cohesion. 	<ul style="list-style-type: none"> Evidence that Team meetings and staff development workshops are attended. Active participation in reflective practice, educational sessions and individual feedback is evidenced. Evidence of positive contribution to team is noted by Manager.
4. General	<ul style="list-style-type: none"> Abide by all CatholicCare and Diocesan policies and procedures, including mandatory reporting legislation and Diocesan Child Protection Policy. Actively engage in operational supervision. Maintain up-to-date knowledge of, and promote, WHS best practice as per legislation, policies and procedures. Other duties within the scope of the position that may be assigned from time to time. 	<ul style="list-style-type: none"> Information is provided to relevant bodies regarding children at risk in a timely manner, policies and procedures; Code of Conduct are adhered to. Evidence of active participation in monthly operational supervision. WHS best practice is promoted in the workplace and in carer homes. Evidence of other duties is available.

13. Key Relationships & Communications

1. Young Adolescent Services Manger	Line management purposes such as direct supervision and support.
2. SIL Team Leader	Frequently for progress updates regarding case management within the SIL Program.
3. Partner Agencies and other stakeholders	As required for successful coordination, referral and communication

14. SIGNIFICANT CHALLENGES

What?	Why?
Working with Young People with various complex needs and supporting them to make life decisions.	Historically, many young people who have been in the Out of Home Care System have experienced instability, including numerous placement changes which leads to complex trauma and attachment dysregulation.

Meeting competing priorities and deadlines in a high activity and demanding work environment with competing priorities	Working with vulnerable and complex young people can sometime be stressful and demanding. A range of demands can sometimes distract from core role.
Change Management	CatholicCare is undergoing significant changes, to meet new challenges and be responsive to government policy direction. This may require fresh and innovative approaches to service delivery.

15. EMPLOYMENT CONDITIONS

All CatholicCare employees are required to participate in performance management, in accordance with our policies and procedures.

In line with our values, all CatholicCare employees are offered appropriate education and development opportunities, some of which may require compulsory attendance.

16. LEGISLATION & CATHOLIC CARE POLICY

Occupants must:

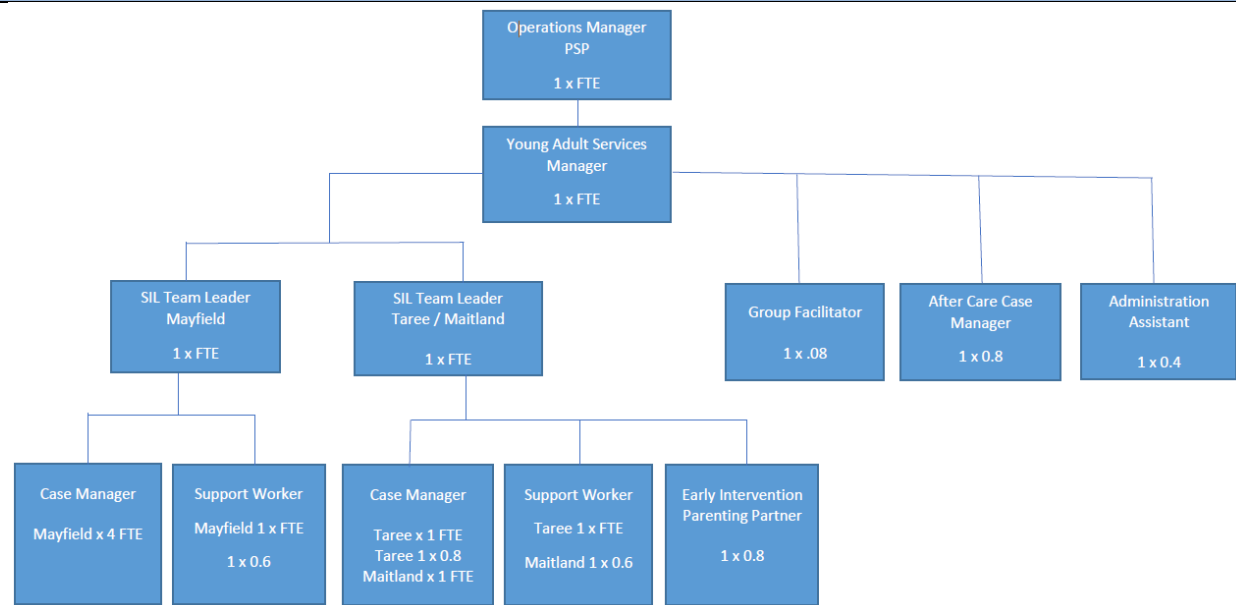
- Abide by the laws of the Commonwealth of Australia and NSW and the policies of CatholicCare. Any criminal or civil action taken against the occupant must be reported immediately to the Director/HR Manager;
- Have a current driver licence;
- Take reasonable action to familiarise himself / herself with CatholicCare policies and procedures, and compliance with WH&S laws and regulations.
- Not take advantage of their role in CatholicCare for personal gain;
- Take responsibility for their personal safety and the wellbeing of other employees, clients, contractors and other visitors to CatholicCare; and,
- Only make decisions within their delegated responsibilities.

17. EXPECTED EMPLOYEE BEHAVIOUR

Employees must:

- Display a commitment to the Vision, Mission & Values of CatholicCare
- Display respect for themselves and their colleagues
- Have a commitment to teamwork and contribute to the team and organisational performance by seeking ways to continually improve
- Work with residents/People We Support in line with relevant legislation
- Attend staff meetings and compulsory education when required
- Maintain confidentiality and exercise discretion in relation to all CatholicCare matters and personal information concerning colleagues and residents / People We Support

18. ORGANISATIONAL CHART



Position Description last reviewed:	26/8/2020	Next review due:	26/8/2021
Occupant Name:		Occupant Signature:	
Date:			