



## Position Description

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| Position Title | Groupwork Facilitator   |
| Department     | Post Separation Services  |
| Program        | Family Relationship Centre  |
| Location       | Hobart and Launceston   |
| Classification | Level 4 (of Relationships Australia Tasmania Employee Agreement 2015) |

### About Relationships Australia Tasmania

Relationships Australia Tasmania (RA Tas) is a leading provider of relationship support services. We're here to help people and communities thrive by supporting people to create positive connections.

### Our Values

At Relationships Australia Tasmania we are guided by these values in everything we do:

- Willing to Serve
- In it Together
- People Matter
- Looking Forward

### Position Summary

The client services provided across RA Tas programs are primarily focused on working with people, including children and young people, to improve their relationships with others and their personal health and wellbeing.

The primary purpose of this position is to provide therapeutic and/or psycho-education group-based workshops to better support people with intact relationships and those who are separating, as well as supporting better management of any barriers to resolving disputes and improve wellbeing.

## Key Areas of Responsibility

- Provide professional and appropriate therapeutic and psycho-education group-based workshops on site and at outreach locations
- Engage with community stakeholders and other agencies to promote and develop referral pathways to increase engagement in Family Law Services, overcome barriers to participation and improve wellbeing
- Proactively work to meet agreed service targets and reporting requirements
- Develop and deliver psycho education and/or therapeutic groupwork in a range of settings
- Completion of required administrative work associated with client sessions, including maintaining accurate client data and files and working within RA Tas' fee policy
- Represent Relationships Australia Tasmania at meetings/events as required
- Any other duties as required and within the general scope of responsibilities of this position

## Position Relationships

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|------------------|--|
| Manager          | Director – Family Law Services   |
| Direct Report(s) | Nil  |
| Other(s)         | RA Tas clients, external organisation stakeholders, other practitioners and RA Tas staff |

## Extent of Authority

The groupwork facilitator uses evidence based practices, systems and processes required to achieve program and service delivery outcomes. Freedom to act is governed by clear objectives and/or budget constraints which may involve the contribution of knowledge in establishing procedures within clear objectives and/or budget constraints where there are no defined established procedures.

## Organisational Responsibilities

- Demonstrate professional workplace behaviours at all times in accordance with the organisation's Code of Conduct and Code of Ethics and adhere to all organisational policies, procedures, standards, practices and RA Tas values
- Assist RA Tas to create and maintain a safe and healthy work environment by working safely and adhering to all RA Tas Policy, procedures, standards and practices
- As an employee of RA Tas you are required to promote a workplace environment that supports the rights of all employees to live free from violence and adhere to the RA Tas Family Violence Support Policy at all times
- Our organisation is a Child Safe organisation and takes child protection seriously. As an employee of RA Tas, you are required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines
- Our organisation is committed to providing a welcoming and safe environment and to delivering culturally safe services for Australia's First Nation peoples. You are required to behave in a manner that is respectful, culturally appropriate and welcoming for all First Nations peoples
- Our services are for everyone, regardless of race, social status, sexual orientation, gender identity or intersex status
- Actively participate in regular Supervision sessions in accordance with the RA Tas Supervision Model and positively engage in continued professional development activities



## Selection Criteria

### Essential Requirements (Skills, knowledge, experience, qualification(s) and/or training)

1. A qualification relevant to the delivery of groupwork and/or an equivalent combination of relevant experience, education and training
2. Demonstrated experience in developing and delivering psycho-educational groupwork and/or therapeutic groupwork
3. Experience and knowledge of group work theory and group processes
4. Demonstrated high level of verbal and written communication and facilitation skills in dealing with a broad range of participants
5. Demonstrated experience in community and stakeholder engagement to promote service delivery offerings
6. Ability to work autonomously to achieve service delivery outcomes
7. Capacity to reflect on own practice, with supervisor, peers and self
8. Ability to work within and positively advance the mission and values of Relationships Australia Tasmania

### Desirable Attributes

9. Current drivers licence

## Special Requirements

- Appointment to this position will be subject to:
  - a current and satisfactory National Police Check and as applicable an International Police Check
  - a current EMPLOYEE Working with Vulnerable People registration for Child Related Activity
- Some intrastate and interstate travel may be required in this position

## Working Conditions

- Some out of hours work may be required in order to satisfy operational requirements
- The position may involve working with people with challenging behaviours

## Approval

Michael Kelly  
CEO

July 2024