

# Position Description



<b>Job title</b>	Groupwork Coordinator
<b>Department</b>	Strengthening Families
<b>Reports to</b>	Practice Lead – Strengthening Families
<b>Date prepared/reviewed</b>	June 2022
<b>Location</b>	Fremantle
<b>Position Details</b>	Part time D Level

Our purpose is to inspire people, enliven communities and confront injustice. We address the causes of vulnerability and disadvantage, stand for a just society and support individuals and communities to be valued and connected.

## Position Objective

Brief summary of position's purpose

The Groupwork Coordinator will ensure First Nations women are provided with a holistic and culturally appropriate service that assists them, and their children/family/community (where appropriate) to heal and recover from the impact of family and domestic violence (FDV).

## Values and Associated Behaviours

Uniting's Values and Behaviours which inform the job holder's decisions and actions.

**Imaginative** – We challenge convention, explore new possibilities and dare to dream for a better future

**Respectful** – We act with honesty and integrity, and open our hearts to all people without exception

**Compassionate** – We are nurturing, generous and thoughtful in our words and deeds

**Bold** – We face injustice head on and stand up for what is right and true with confidence and strength.

Additionally, the role will:

- Respectfully work within the Christian ethos of the Uniting Church
- Works in a way that is consistent with Uniting WA's leadership expectations
- Operate ethically and enhance the integrity of the organisation.

## Key Responsibilities

These represent the key outputs of the job, the job's deliverables. They are not specific activities in themselves. These form the basis of the objectives and measurements set for the job holder under the Uniting Performance Management System annually.

- Coordinate and develop group sessions for First Nations women who are escaping family violence in consultation with the Family Violence Practitioner and participants.
- Coordination and facilitation of the group and participants including case support, in accordance with Uniting WA policy and procedures, and relevant industry standards
- Work with the Family Violence Practitioner and other staff involved to ensure the content for the women's group is culturally appropriate
- Establish and maintain effective links and partnerships with relevant family violence services, other community service organisations and key stakeholders.
- Maintain records in accordance with the record keeping procedures of Uniting WA and provide information when requested
- Adhere to budget requirements
- Provide statistics, reports and other information on a regular basis.
- Ensure that safety considerations are a priority in all work undertaken by employees and volunteers.
- Any other duties that may arise from time to time which fall within the parameters of this role and within the level of skills, competency and training of the incumbent.

## Standard Key Responsibilities (for all Uniting staff)

- To operate within delegated authority and comply with legal, regulatory obligations and requirements of our internal policies and procedures
- Identify and deal (manage and monitor) with risks associated with Uniting
- Compliance with the values and associated behaviours of Uniting
- Compliance with the policies and procedures of Uniting including statutory policies
- Completion of any training and associated assessments identified as a requirement of the position.

## Competencies

The knowledge and soft skill requirements necessary for this position.

- Well-developed skills in planning and facilitating group work.
- Well-developed networking skills, advocacy skills and negotiation skills
- A comprehensive knowledge of First Nations culture and society, family violence issues and an ability to communicate sensitively with First Nations people
- Effective communication and interpersonal skills including the ability to work and communicate effectively with staff, participants and other stakeholders.
- Ability to engage and build rapport with participants.
- Excellent written and verbal communication skills with the ability to write in a clear, fluent, and concise manner.
- Ability to work autonomously and in a team.

## Qualifications

Education, experience and technical skills required for this position.

- Qualification in Counselling, Social Work, Psychology or relevant human services field or equivalent years of experience working in the sector
- A current Working with Children Check
- Current National Police Clearance
- Current 'C' class (WA) Driver's Licence
- Current First Aid Certificate.

## Additional Information

Any additional information that would be helpful to someone trying to understand the nature or purpose of the position.

- Knowledge of the community sector, particularly family and domestic violence.
- Culturally connected to the community
- Experience working within the First Nations community
- Experience working in a community service environment.