

Groupwork Coordinator - Position Description

Time Fraction:	Part time (0.8 EFT)
Reports to:	Clinical Services Manager
Term:	1 year contract
Date:	December 2021

About CASACV

The Centre Against Sexual Assault Central Victoria (CASACV) is an incorporated not for profit community organisation that is governed by a Board, with membership comprising prominent local corporate and community members. Funding is received from the Victorian Government. We employ over 30 staff with qualifications ranging in psychology, social work, family therapy and psychotherapy. Our primary site is located in Bendigo, but we provide outreach services in Kyabram, Kyneton, Maryborough, Echuca and Tarrengower Prison.

Our services include free and confidential specialist counselling to adults, young people and children who have experienced sexual assault and/or family violence either recently or in the past, and to their non-offending parents, partners, family and friends. We also offer a 24-hour crisis care response to victims of recent sexual assault, including crisis counselling, support and advocacy, medical care and justice services. CASACV provides a family focused, prevention and early intervention therapeutic service to children and young people under the age of 18 who have engaged in harmful sexualised behaviours. We also provide specialised advocacy, secondary consultation, community education and professional training across the sector and within the community.

We are committed to the development of a positive and supportive work environment and strive to provide a family friendly workplace with flexible working arrangements. We provide clinical supervision, encourage continuous learning, and focus on excellence in client outcomes and organisational objectives.

CASACV is also a partner in the Bendigo Multi-Disciplinary Centre (MDC). In the MDC we are co-located with Victoria Police, Sexual Offences and Child Abuse Investigation Team (SOCIT); staff from Department of Health and Human Services, Child Protection; and Bendigo Community Health. In this specialised model, partner organisations support adult and child victims from first disclosure of sexual assault to criminal prosecution.

We uphold a feminist philosophy, and our aim is to provide an empowering, respectful and culturally sensitive service committed to best practice.

CASACV Values

All our work is underpinned by the following values:

- Social Justice - equity, inclusion and human rights are embedded within our organisation.
- Integrity, Safety, Respect and Empowerment - are integrated into every aspect of service delivery and governance.
- Quality and Accountability – our work is evidence based, measured and accountable to our clients and the community.
- Feminist – we work within a feminist framework to challenge and reform structural gender inequities.

Position Overview and Accountabilities

1. Purpose

This position is responsible for researching, developing, coordinating, facilitating and evaluating evidence-based group work to address the impacts of sexual violence across the life course. The position will work both independently, and coordinate cofacilitation capacity with CASACV Counsellor-Advocates.

Position Requirements and Responsibilities

- Develop a range of evidence based therapeutic groups for children, young people and/or adults who have experienced sexual assault and/or family violence, their non-offending family members and support persons.
- Develop groupwork packages for therapeutic groups, including session overviews, manuals and participant materials, and resources.
- Develop and implement yearly calendar for range of group programs to be delivered across CASACV sexual assault and family violence programs, including overseeing budgeting requirements.
- Work collaboratively with Counsellor/Advocates to deliver high-quality therapeutic groupwork interventions. Support strengthening of facilitation capacities of Counsellor/Advocates where required.
- Identify grants for funding specialist group programs, write applications and provide feedback as required
- Evaluate the efficacy and impact of therapeutic groups with clients of CASACV
- Regularly report on the progress of development and delivery of groups
- Completion of all documents including clinical record documentation in accordance with guidelines and timeframes
- Adherence to professional guidelines/codes, organisational policies/procedures and legislative requirements and frameworks
- Ensuring confidentiality of all information relating to clients, employees, policies, processes and dealings within the agency

2. Organisational Responsibilities

- Write reports on Groupwork program outputs and outcomes.
- Attend regular supervision (work review and organisational supervision) to further develop own practice, ensure quality training and educational outcomes, manage potential impacts of the work on personal well-being, and ensure administrative requirements of the role are managed.
- Awareness and observation of the policies and procedures of the organisation.
- Comply with relevant social and legal policy, as required.
- Participate in staff and team meetings, and professional development.
- Participate in continuous quality improvement and development of best practice.
- Plan time effectively to manage competing demands ensuring you meet the requirements of the role.
- Participate in other activities and meetings relevant to CASACV.

3. Occupational Health and Safety (OH&S) Responsibilities

- CASACV is committed to the safety of its employees and any other individuals present in our workplaces. In achieving and maintaining workplace health and safety, CASACV will apply best practice in OHS in accordance with statutory obligations at all times.
- All CASACV employees, contractors and volunteers are required to:
- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their supervisor
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.
- In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

Key Selection Criteria

Applications must address the following:

1. Essential Qualifications and Experience

- A current qualification (degree or above) as a Health Professional (Art Therapist, Family Therapist, Social Work or Psychology).
- Experience developing and delivering effective Groupwork interventions.

2. Essential Skills, Knowledge and Attributes

1. Experience in developing and delivering effective groupwork interventions, including ability to create session plans, develop participant materials and supporting resources.
2. End to end project management skills and experience – including ability to develop, implement, manage and evaluate.
3. A high degree of professionalism - reflected in the ability to self-regulate, plan, prioritise and time manage.
4. Experience in group facilitation, including managing group dynamics, negotiating conflict, and transforming understanding.
5. A comprehensive understanding of the issues relating to sexual assault and family violence within a gendered, feminist, structural, individual, family and systemic context.
6. Significant knowledge of the dynamics and effects of interpersonal/ relational trauma on children and adults, including the impact of trauma on cognitive and emotional development.
7. Demonstrated communication (verbal and written), negotiation and advocacy skills.
8. Demonstrated ability to work autonomously, and as part of a team and to value and contribute to a positive workplace culture.
9. Excellent written and oral communication skills including timely and accurate written reports and able to clearly articulate and engage with a range of audiences.

3. Desirable

Eligibility for national and/or state registration in the relevant discipline (where applicable)

4. Other

- Commitment to the vision, philosophy, aims and objectives of CASACV.
- Computer skills and proficiency in Microsoft applications.
- Current Victorian Driver's Licence.

Referees

Applicants must provide the name and current contact details of three professional referees including the most recent manager or current supervisor.

Position Entitlements

Hours of Work and Location of Work

- The position is Part Time (0.8 FTE).
- Hours will usually be worked during business hours of 9.00 am to 5.06 pm between Monday to Friday, though may include weekend and after hours work as needed.
- The days are based on the needs of the service.
- Flexibility in working hours will be required from time to time as the need arises.
- Location of the position is in Bendigo and may include locations across the Loddon Region

Salary and Conditions

- Industrial Instrument: *CASACV Enterprise Agreement 2020-2024* Classification: Health Professional and Support Services Award \$84,000 – \$96,000 gross based on qualifications and experience.
- Generous salary packaging is available with Fringe Benefits Taxation of up to \$15,900 each year; other expenses may be packaged over this cap.
- The position is subject to successful completion of a six-month probationary period, reviews will be conducted during this period.
- A current Working with Children Check and National Police Check is mandatory prior to commencement. If you have lived overseas for more than one year in the last 10 years you will be required to provide an International Police Check or two referees for that country.
- As per Government regulations all staff must supply evidence of COVID 19 Vaccination status.

Applications

For more information on the position please call CASACV Clinical Services Manager – San Leenstra on 5441 0430.

To apply for this position, please provide (note applications without these components will not be considered):

- CV
- Letter of introduction
- Response to key selection criteria.

Applications close: **5 pm Friday 21 January 2022**

Email: **HR@casacv.org.au** – Subject: **Groupwork Coordinator**

Acceptance of Position Description requirements

To be signed upon appointment

Employee Name:

Signature:

Date:

This position description is subject to review and may change in accordance with the needs of our organisation, including our operations, clients and stakeholders