

# Position Description



<b>Title</b>	Children's Group Worker
<b>Business unit</b>	Crisis and Homelessness, Eastern and Southern Melbourne
<b>Location</b>	291 Maroondah Highway, Ringwood
<b>Employment type</b>	Part time (30 hours per fortnight)   Ongoing
<b>Reports to</b>	Team Leader – Children's Program

## 1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 2. Position purpose

The role is responsible for providing Group Work programs for children within the Family Violence Therapeutic Interventions Program 'Pathways to Resilience' in the outer eastern metropolitan region

Pathways to Resilience (Outer East) provides a range of therapeutic responses to victim survivors of Family Violence, including children, young people and adults. Uniting is the lead agency in a 5-agency partnership in outer eastern Melbourne.

## 3. Scope

**Budget:** nil

**People:** nil

## 4. Relationships

**Internal:**

- All crisis & homelessness staff
- All Corporate support services staff

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### External

- Clients
- Partner agencies within the Pathways to Resilience Program
- A wide range of Family violence, homelessness and Family services agencies.
- Government funding bodies

## 5. Key responsibility areas

### Service delivery

- Assist with the facilitation or co-facilitation of a variety of group programs for children in the Eastern Metropolitan Region, including elements of planning, preparation, transport, and the monitoring of participants pre and post group.
- Ensure administrative aspects of the groups are completed in a timely manner.
- Liaise with families of children engaged in the group programs.
- Liaise with schools / services involved with children engaged in the group programs.
- Assist with intake and family violence risk assessment into Pathway to Resilience Program.
- Demonstrate a shared commitment to ongoing health and safety improvement.
- Ensure the duty of care is undertaken in a professional manner with due regard relevant Uniting and DHHS policies and procedures.
- Participate in regular supervision and practice reflection activities.
- Willingness to work in a flexible manner with regards to working arrangements and interactions with clients.

### Communication

- Actively listen and ask appropriate questions when working with clients
- Communicate appropriately and professionally with clients, colleagues and other services.

### Teamwork

- Maintain and understand own role in achieving organisational mission.
- Openly share information, participate and contribute to team discussion
- Value diversity in teams and support team members
- Foster collaboration and team work with and across programs and services.
- Work collaboratively and supportively with the Pathways to Resilience Partnership to achieve the program aims.

### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

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### 6. Person specification

#### Qualifications

- Essential: Diploma qualification in Social and Community Services or other relevant qualification.
- Desirable: Professional, management and / or tertiary qualifications such as a social work, welfare or equivalent.
- Current driver's license valid in Victoria

#### Experience

- Essential: Experience in the delivery of group work with children within the community sector preferable family violence.
- Essential: Understanding of family violence and its impact on children and families.

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Teamwork:** willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment
- **Professionalism:** Executes day-to-day activities in a positive, friendly and enthusiastic manner.
- **Culturally Aware:** Values diversity as a strength and positively utilises diversity
- **Client Focused:** Achieve results through their teams
- **Leadership:** Gives frequent and constructive feedback and displays personal commitment to developing others.

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### 7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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