
Position Description

Community Services Groups Facilitator

Context

THE AGENCY

ADEC

ADEC is a state-wide Victorian organisation assisting people with disability, their families and carers from diverse cultural backgrounds. ADEC's philosophy is empowerment of people with disability and their full inclusion in the broader society. Equality is the over-riding principle, bridging is the method and advocacy is the tool to achieve a common goal.

Vision

Our Vision is for ADEC to be recognised as a leading provider of disability and aged care services in Victoria.

Mission

The Mission of ADEC is to provide equal access to high quality disability and aged care services for all members of the Victorian Community.

THE COMMUNITY SERVICES DEPARTMENT

The Community Services (CS) Department manages capacity building projects and a program of language-specific social support groups, to provide services for people from ethnic backgrounds who are affected by disability, their carers and family members, those with diagnosed or undiagnosed mental health issues, and those who are socially isolated.

The CS Department takes an holistic approach to provide one-on-one support as well as a skill based, information based, and workshop based program to the target cohort; and focuses on:

- Identifying the needs of new, emerging and existing ethnic communities.
- Delivering a range of capacity building projects for ethnic communities.
- Delivering a program of language-specific social support groups.
- Developing training and capacity building products.

CS Groups Program

ADEC provides a unique multicultural support program for language-specific social support groups and community access high needs groups, focusing on participants with disability from CALD communities, and their carers.

The aim of the CS Groups (Groups) program is to provide their members with the opportunity to meet others of similar background in similar circumstances and for them to be able to share their experiences.

Position

ROLE

The role of the Groups Facilitator is to empower participants with a disability from diverse cultural backgrounds by organising capacity building activities for participants.

DUTIES

Facilitate ongoing activities to promote social inclusion as well as provide support, information, linkages and referral to eligible participants.

Create a non-judgmental and friendly atmosphere for group members to open and share their feelings, experiences and ideas.

Attend regular training and reviews of Group activities with the Groups Coordinator.

Participate in regular team meetings.

Complete a monthly report of activities as directed by the Groups Coordinator.

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Deliver capacity building workshops within Groups based on needs, abilities and interests.

Work closely with CBOs to organise and implement a regular activity based program.

Maintain the Group's budget and other documentation such as attendance lists and feedback forms as required by the program.

Facilitate information sessions and skill-building workshops for participants.

Promote the group and recruit new group members.

Achieve KPIs as agreed with Groups Coordinator to ensure that targets are achieved in a timely manner.

Other tasks and duties as directed by the Groups Coordinator or the CS Manager.

RESPONSIBILITIES

Increase the participation rates of carers in formal support services and activities.

Support carers and care recipients to address the issues of isolation and difficulty in accessing relevant support services.

Integrate the needs of carers with local broader services and groups, and opportunities for development.

Provide information, education and skilling of carers of people with disability and frailty, and support them in their role as carers in the community.

Develop informal support networks for carers and care recipients and other eligible participants.

Increase group members' knowledge of disability, recreation/mental health and support services.

KEY PERFORMANCE INDICATORS

The Facilitator's performance will be measured against the following criteria:

- The success of group activities, as indicated by client feedback and client numbers.
- Conducting group activities within budget.
- Accurate and timely submission of group data collection.
- Maintenance of client's records in accordance with ADEC procedures.
- Prompt and equitable resolution of issues arising within the group.

KEY SELECTION CRITERIA

Essential

Be fluent (spoken, reading, writing) in a specific language as required by the program.

Ability to plan a program of activity, and to deliver it successfully and within budget.

Ability to accurately collect statistics, record data, and maintain records.

Demonstrated experience in establishing and maintaining community groups.

Competent IT user in MS Office programs.

Excellent time management skills.

Desirable

Previous experience of working with carers from ethnic communities.

Previous experience of working with people with disability.

Knowledge of the HACC and other local services.

Experience of budget preparation and expenditure tracking.

Hold a valid and current licence to drive a motor vehicle, issued by the appropriate authority in the jurisdiction in which the holder will drive, and appropriate to the type of vehicle to be driven.

Employment Terms and Conditions

AWARD AND CLASSIFICATION

All ADEC employees are employed under the terms, conditions and entitlements of the Modern Award – Social, Community, Home Care and Disability Services Industry Award 2010 (the Award); and the National Employment Standards (NES).

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The classification for this position is Level 2. The terms of employment for any new employee appointed to this position will be stated in a formal Employment Contract.

ADEC EMPLOYMENT REQUIREMENTS

All ADEC employees:

- Are required to sign an Employment Contract.
- Are required to sign a Code of Conduct and a Statutory Declaration.
- Are required to declare any pre-existing medical conditions or injuries that might bear on their ability to perform their role.
- May be required to undergo a pre-employment medical check.
- Must be prepared to work in outlying ADEC sites as required by their program manager or coordinator.
- Must undertake a satisfactory NDIS Worker Screening Check, and have (or be able to obtain) a Working with Children Card.
- Are subject to a dress code, which is smart casual or to the appropriate professional standard.
- Will be expected to display official ADEC photo identification while working or on ADEC business.