

Position Description

Position:	Resource Worker – Group Work and Training
Reports to:	Coordinator – Group Work and Training Team Leader – Group Work and Training
Award:	Kyabra Community Association Inc. The ASU and Employees Enterprise Agreement 2012
Position Classification:	Level 4

Kyabra Community Association Inc. provides strengths based integrated responses to people in our community. Service work involves partnership with individuals and families to identify goals, develop strategies and evaluate outcomes.

This may involve a range of activities/functions including: Assessment, Advocacy, Interpersonal Support Work, Co-ordination, Case Management, Community Development, Training and Group Work and other such responses that facilitate the achievement of specified goals.

The Group Work and Training team provides both learning and training opportunities to community members and staff. The Group Work and Training opportunities are determined by funded requirement, staff requirement and priorities and community need. This entails a close working relationship with both the Intake and Assessment Team and the Case Management and Coordination Team to determine needs and priorities in addition to expressed requirements to fulfil contractual agreements.

The Group Work and Training Team works with individuals, families and carers with sometimes complex issues to support hopes and goals for new and additional skills, understanding and knowledge to assist growth and change. Staff training will also contribute to additional skill and knowledge development.

The position involves both centre based and outreach functions involving coordinated work with a range of agency, community and staff resources.

The Resource Worker – Group Work and Training will provide training and group work activities to both community members and staff across a range of areas including but not limited to the areas of; early years and parenting, mental health, child protection and disability.

Organisational Expectations

- To work within the Vision and Values of Kyabra's Essence Statement.
- To comply with Kyabra's code of conduct and with all organisational policies and procedures.
- To actively evaluate and critique practice at an individual, service and organisational level.
- To strive for ongoing improvement in all areas of activity.
- To participate in performance appraisals and the development of individual learning plans on request.
- To participate in professional development training opportunities.
- To ensure that processes facilitate the maximum involvement of families and individuals in decisions that affect their lives.
- To maintain documentation in the appropriate systems with due respect to confidentiality, and in compliance with all relevant legislation and standards.

Role Responsibilities

- To deliver learning opportunities for both staff and community members in line with funding body requirements, community and staffing priorities and need.
- In conjunction with the Coordinator and Team Leader, be involved in the development of training and group work packages and resources.
- To ensure that individuals and families have access to appropriate and accurate information with regard to the issues that affect their lives.
- To work in conjunction with the Coordinator and Team Leader to comply with funding body reporting requirements.
- Establish good working relationships with other service providers and key stakeholders.

Key Selection Criteria

Essential

1. Demonstrated knowledge and/or experience in working in the community sector in one or more of the following areas: foster care, disability, mental health, carer support, parenting and early years.
2. Experience in the facilitation of training, group work activities and community events.
3. A demonstrated commitment and skills in providing a person/family centred approach to service delivery and service development.
4. Understanding of and commitment to the principles of Social Justice.
5. Demonstrated capacity to work in ways that focus on people's strengths.
6. A demonstrated ability to work as a member of a team.
7. Well-developed interpersonal, administrative and organisational skills.
8. Relevant university tertiary qualifications and experience in the Human Services field.

Desirable

9. Knowledge of one or more of the following; the Disability Services Act, Child Protection legislation and Regulation, Early Years Learning Framework, and/or other relevant legislation within the Human Services field.
10. Certificate IV in Training and Assessment.
11. Accreditation or Certification to facilitate in one or more of the following training areas: parenting, early years, mental health recovery frameworks.
12. A solid understanding of Early Childhood development.

Positions under direction supervision

- Volunteers

Relates to

1. Other Kyabra Staff and volunteers
2. Executive Board members
3. Families and individuals
4. Other service providers/community organisations.

Other Information

Criminal History Check

The successful applicant will be required to apply for a Personal/Criminal History Check. Upon employment, the organisation will reimburse this expense. We are legally obliged to warn you that it is an offence for a disqualified person to sign a blue card application form.

Hours of Work

A fulltime position at Kyabra is 38 hours per week. A casual position would not exceed 38 hours per week. Staff members work flexible hours to meet the requirements of the position, including some evening and weekend work.

Equal Opportunity Employer

Kyabra is an inclusive workplace and an equal opportunity employer. Aboriginal and Torres Strait Island people, people with a disability and people from culturally and linguistically diverse backgrounds are encouraged to apply.