

	LGBTQIA+ Group Workshop Facilitator
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A. POSITION SUMMARY

Position Title:	LGBTQIA+ Group Workshop Facilitator
Team:	Community Initiatives Team
Reporting to:	Strong Minds Program Manager
Reports:	None
Status:	Part Time Fixed Term Contract – 12 hours per week
Location:	Auburn Youth Centre, Wyatt Park, Lidcombe
Salary	

B PROGRAM OVERVIEW

Woodville Alliance is a not-for-profit community organisation working in partnership with communities to identify and build on their strengths and develop the resources, capacity and resilience of all members of our community. We do this through the provision of information, direct services, research, advocacy and social action.

This position is part of the Community Initiatives team which provides family mental health support services, family support and parenting programs, children and youth programs, outreach, place-based community development and community centre facilities.

This position has been created to deliver a project funded through Cumberland Council to set up Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual and Others (LGBTQIA+) support groups that meet the needs of a culturally diverse community for young people 0-18 years.

The aim is to deliver 40 therapeutic evidence-based group sessions by mid to late 2021.

The groups aim to improve the mental wellbeing of LGBTQIA+ young people and to connect young people socially, encouraging a positive empowering safe experience. The groups also have a recreational component, which aims to build social connection.

The Workshop facilitator will promote and facilitate the support groups and will attend and promote the Strong Minds LGBTQIA+ focus group which helps to inform this initiative. The Workshop Facilitator will provide administrative duties and support the Focus Group made up of young people and content experts to ensure a collaborative approach to the project.

C JOB PURPOSE

- Build resilience and protective factors for young LGBTQIA+ young people in the Cumberland Local Government area
- Promote the support groups to local High Schools, community services, youth services and other stakeholders
- Assist young people and their families with referral pathways
- Work with the Program Manager to ensure that targets specified in Cumberland Council funding agreement are met.
- Support the delivery of a quality group program that meets the social and mental health needs of all participants.

D RELATIONSHIPS

This position must develop and maintain internal and external networks and relationships in order to develop and implement the projects objectives

These may include:

- Work closely with the Manager and Community Initiatives team colleagues to ensure the program is effectively delivered and continuously improved within funding requirements and WA quality processes
- Work effectively with schools, community organisations and other local networks including; Cumberland Council, Twenty Ten, headspace Paramatta and other youth peak LGBTQIA+ organisations.
- Supporting and advising the focus group in a collaborative way
- Proactive community engagement through building positive relationships with local services, young people and families.

E JOB REQUIREMENTS

Key Result Area 1	Ensure project key deliverables and milestones are met
KEY TASKS	
<ol style="list-style-type: none"> 1. Organising, supporting, promoting and facilitating the support groups for LGBTQIA+ young people in Cumberland 2. Ensure groups are held in a safe venue (or digitally) aligned to best practice principles and evidence based therapeutic group interventions. 3. Develop a promotional strategy for optimum attendance at the groups 4. Ensure groups and services are delivered in a culturally appropriate and youth friendly way 5. Ensure the project is finished within the funding timelines and guidelines 6. With the assistance of the Program Manager, investigate referral pathways for young people and their families 7. Work with community networks, including but not limited to local schools, youth services, community services and peak organisations. 8. All mandatory reporting and child safe principles are adhered to 	

Key Performance Indicators- for the tasks

1. At least 30 group sessions are held before the end of June 30th 2021.
2. The groups are culturally appropriate and youth friendly for its audience
3. The groups are held in a safe manner and young people attend regularly
4. 80% of participants report high levels of satisfaction with the groups they attend
5. Referral pathways identified and young people and their families receive quality information.
6. Risk of Significant Harm (ROSH) Reports are made as required

Key Result Area 2	Ensure that data collection and program reports comply with funding body and Woodville requirements
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KEY TASKS

1. Ensure program registration and consent forms are collected from all participants in the project and that numbers are collected from events
2. Ensure that required data is recorded in SUGAR and kept for the purposes of evaluation and further planning
3. Assist Program Manager as required in relation to data reporting and analysis for the project
4. Assist in the preparation of Cumberland Council reports

Key Performance Indicators- for the tasks

1. All data is entered accurately and in a timely manner for reporting purposes
2. Group data is entered weekly into SUGAR
3. Support with data related tasks provided to the Program Manager as requested
4. Reports as required by the funding body are prepared to the required program standard

Key Result Area 3	Adherence to Company Policies and Procedures
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Performance Indicators

- Adhere and demonstrate commitment to Woodville Alliance code of conduct and other policies and procedures.
- Adhere and demonstrate commitment to WHS policies, risk management framework and safe working practices.
- Adhere to working conditions as stipulated in employment contract.
- Demonstrate adherence and commitment to meeting all key result areas of position description.
- Adhere to all relevant employment legislation as dictated by state and federal legislation inclusive of WHS Act 2011 and its regulations.
- Ensure all activities comply with (WA) & funding bodies' policies and relevant legislative and regulatory requirements, ensuring no non-conformance reports.

G. OTHER REQUIREMENTS

- You may be required to travel with notice to fulfil your duties.
- You may be required to work from different locations and through outreach based on community and business needs
- You may need to perform other reasonable duties which are not listed in this position description from time to time to meet our business and operational needs

- A commitment to the principles of quality assurance and continuous improvement
- To promote a person-centred culture of choice inclusion and empowerment
- Engage in and identify improvement opportunities, ideas and suggestions for quality improvements

F. RECRUITMENT INFORMATION

(The essential knowledge, experience, skills and personal attributes required for the position)

COMPETENCY AND SELECTION CRITERIA REQUIREMENTS	
1	Tertiary qualification (Degree, Cert IV or Diploma) in Community Services, Community Development, Youth Work or other relevant qualification. Near completion degree qualifications will also be accepted.
2	Appropriate knowledge and experience in youth related project work and the delivery of information and referral services to young people.
3	Strong knowledge and understanding of the LGBTQIA+ community's experience and requirements
4	Experience in working with diverse and CALD communities
5	A team player who is self-motivated, flexible and able to use initiative
6	Strong oral and written communication skills, relationship management skills including having negotiation and conflict resolution skills
7	Sound computer skills and experience with computer applications and databases along with sound experience with social media platforms
8	Experience in administrative duties, including planning, evaluation and report writing.
9	Understanding of safe work practices and management of risk.
10	Current and verified WWCC including National police Check verification
11	A current Australian Driver's license and a car for work travel (transportation allowance provided)

Desirable Criteria:

While as not required a community language would be beneficial for this role

Approval

Managers Name	Managers Signature and Date
Employee Name	Employee Signature and Date
GM Human Resources Name Veronique Besnard	GM Human Resources Signature and Date