



**Position Description**

**TITLE:** Group Facilitator

**FTE** Sessional rate-hours dependant on program

**AGREED**

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Employee

**DATE:** August 2017

**AGREED**

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Manager, Education Services

**ORGANISATIONAL ENVIRONMENT**

**About Road Trauma Support Services Victoria (RTSSV)**

RTSSV is an incorporated, non – profit organisation, which seeks to provide an effective, accessible and viable system of help to people affected directly or indirectly by road trauma in Victoria. RTSSV contributes to the community by the provision of two key services: 1. counselling and support services for anyone affected by road trauma and; 2. education about the effects of road trauma. Additional information about RTSSV and our role in the community can be obtained by visiting our website at [www.rtssv.org.au](http://www.rtssv.org.au)

**JOB PURPOSE**

To deliver effective education programs based on best practice to road offenders and the general public.

<b>Reports to</b>	Regional Coordinator/Manager Education Services
<b>Directly manages</b>	-
<b>Internal contacts</b>	Office Administrator, Volunteers, other RTSSV Staff
<b>External contacts</b>	Clients, and their community  Accident prevention and road trauma partners (The Transport Accident Commission, Department of Justice, Victorian Police and Vic Roads)  Other relevant organisations

**DIMENSIONS/DELEGATION**

<b>Number of direct/indirect reports</b>	0
<b>Budget responsibility</b>	0

### KEY ACCOUNTABILITIES

1. Deliver educational programs to road traffic offenders and to community groups in group settings, from a preventative and educational framework.
2. Evaluate the program's effectiveness in changing attitudes and behaviours in the community, through collecting evaluation questionnaires from participants and feeding back comments from participants to manager education programs.
3. Support volunteer speakers, through offering pre-and post program discussion.
4. Liaise with the manager of education programs for the purposes of training, planning and implementing programs
5. Ensure sensitive, professional contact and communications with all stakeholders including participants, volunteers and staff
6. Maintain strict confidentiality of client and organisational information in accordance with relevant policies and procedures.
7. Facilitate the planned and reliable running of education programs by ensuring availability for after hours and weekend workshops, and team meetings as agreed.
8. Maintain comprehensive and up-to-date workshop records
9. Actively participate in the development and continual improvement of education programs

### CAPABILITY FRAMEWORK

SKILLS	Key Selection Criteria	
	Essential	Desirable
<b>Influence &amp; Negotiation:</b> The ability to engage others in order to get their commitment to ideas, projects or actions that are in the best interest of all concerned.	x	
<b>Communication:</b> Clearly conveys information and ideas through a variety of ways in a manner that engages the audience and helps them understand and retain the message.	x	
<b>Integrity:</b> Acting consistently and embodying the RTSSV principles and values, being committed to public interest. Being open, honest and transparent in all dealings.	x	
<b>Empathy:</b> Communicates well with, relates to and sees issues from the perspective of people from a diverse range of cultures and backgrounds	x	
<b>Teamwork:</b> Working collaboratively to achieve group objectives. Understanding the needs and goals of others and adapting one's own views and behaviour when appropriate.	x	

<b>Accountability:</b> Taking ownership for the responsibilities, decisions made and actions taken within the scope of their role.	<b>x</b>	
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<b>KNOWLEDGE AND EXPERIENCE</b>	<b>Essential</b>	<b>Desirable</b>
<b>Relevant work experience</b>		
Demonstrated experience in facilitating groups and workshops	<b>x</b>	
Demonstrated ability to work independently with minimal supervision	<b>x</b>	
Demonstrated experience in behavioural change interventions		
Demonstrated experience in working with young people	<b>x</b>	
Demonstrate experience in working with non-compliant participants with challenging behaviours.	<b>x</b>	

<b>Relevant qualifications</b>		
Certificate IV in Workplace Training and Assessment	<b>x</b>	
Qualifications in psychology, social work, human services or related discipline	<b>x</b>	
A current Victorian Driver's Licence and a safe driving history (defined as no more than 6 current demerit points and no licence suspension or cancellation in the last 5 years).	<b>x</b>	
Comprehensive vehicle insurance – must provide evidence (cover note) that the vehicle they use to travel to RTSS work locations, is comprehensively insured.	<b>x</b>	
Current Working with Children Check	<b>x</b>	
Current Police Check	<b>x</b>	

<b>Specialised knowledge</b>		
An understanding of Road Safety issues and current laws		<b>x</b>
Experience in using MS Office products	<b>x</b>	