



Position Description

Position Title	Family Violence Therapeutic Group Coordinator – Children and Young People
Reporting to	Team Leader Family Services and Family Violence Recovery
Hours of work	7.6 hours a week (1 day)
Classification	Social Community Home Care and Disability Services Industry Award 2010 (SCHCADS) – Social and Community Service Employee Level 5
Program	Family Violence Recovery Groups
Position Location	Doncare
Date	3 March 2025

About Doncare

Doncare is a not-for-profit organisation that provides supports families and individuals of all ages to access opportunities that will assist them in their daily living and enhance family functioning. Doncare provides high quality services in the areas of Counselling, Information and Crisis Support, Family Violence Services, Family Services, and Social Support for Seniors.

Our talented team of staff, volunteers and students provide a range of carefully developed targeted services to the community with respect, skill, and excellence. We foster strong partnerships and work collaboratively to establish and maintain financially sustainable, evidence based and innovative programs.

We identify emerging trends and work with the community to develop, implement, and improve a range of programs that respond to the diverse, persistent, and emerging challenges that impact our community.

Doncare receives funding from local, State and Federal governments to operate several of our programs and also utilises the proceeds of our two opportunity shops and the support of private donations, philanthropic trusts and the community support.

Vision, Purpose, and Values

Our Vision

A community where all people lead a dignified life and fulfill their potential.

Our Purpose

To create transformational change for our community through providing holistic, person-centred services which positively impact individual and collective health and wellbeing outcomes.

We will continue to build on over 50 years of history supporting the community across all life stages through a dedicated team of staff, volunteers and students.

Our Values

The following core values underpin and guide our culture, our practice, and our decision making.

Equity

We provide accessible and inclusive services which recognise the inherent dignity and human rights of every person.

Respect

We honour people's beliefs, values, diversity, and rights.

Self Determination

We champion and promote opportunities that enhance people's freedom and capacity to fulfill their social, cultural, and economic needs.

Empowerment

We provide resources and guidance to enable people to build their capacity and resilience to respond to life's opportunities and challenges.

Generosity of Spirit

We are committed to fostering connections and celebrating humanity through empathy, kindness, and compassion.

Innovation

The needs of our community are often complex and constantly evolving. We are committed to leading edge practice and investing in innovation to ensure our services are as impactful as possible.

Our Child Safety Commitment

Doncare is committed to the safety and wellbeing of all children and young people. Our members, volunteers and employees understand that child safety is everyone's responsibility and is at the centre of all that we do.

We have zero tolerance for child abuse or neglect. We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect them. Whilst all Doncare programs and activities may not involve regular contact with children by members, volunteers and employees, as such, all programs and activities will be subject to the Child Safety Policy.

Position Statement

The position requires a dedicated professional who is committed to supporting the recovery of children and young people who have experienced family violence.

The key components of the position are developing and delivering evidence-based therapeutic groups for children and young people to support their recovery from trauma caused by family violence. One group is run each school term on a weekday, from late afternoon to early evening.

The position is within the Family Violence Recovery Groups Program and is responsible for supporting a voluntary co-facilitator, usually a counselling student on placement at Doncare.

Key Result Areas, Responsibilities and Performance Measures

Key Result Areas	Responsibilities	Performance Measures
Group development and delivery	<ul style="list-style-type: none"> •Develop, coordinate and deliver therapeutic, evidence-based groups for children, and young people, to support their recovery from trauma resulting from family violence. •Accept referrals and undertake assessment of children and young people to ensure safety and suitability for the group. •Use a range of group work modalities and techniques to support therapeutic recovery, build resilience, strengthen coping skills and empower the participants. •Apply specific practice approaches for children's and young people's groups which are tailored to the age and developmental stage of participants and include a range of age-appropriate activities, such as play and creative activities. •Develop and implement informal and formal evaluation and feedback mechanisms during the course of the group for participants and for reporting to the funding body. •Work with group co-facilitators to deliver groups, providing guidance and support as required. •Adhere to professional obligations under the Family Violence Multi Agency Risk Assessment and Management Framework (MARAM). 	Provision of effective and appropriate groups for children and young people, based on Doncare values and standards, as well as the Domestic Violence Victoria (2020) Code of Practice, and the Responding to Family Violence Capability Framework.
Time management	Ensure appropriate and efficient use of time to fulfil the responsibilities of the role.	Provision of service requirements in a timely and efficient manner.
Professional networks	<ul style="list-style-type: none"> •Establish and maintain effective and collaborative working relationships with relevant stakeholders and contribute to the family violence networks in the Eastern Region. 	Establishment of effective collaborative relationships with associated networks and other professionals to enhance program outcomes.
Reporting	<ul style="list-style-type: none"> •Maintain timely accurate and comprehensive data and records, according to best practice and organisational standards, including 	Data is inputted accurately and before the deadlines set for the program area.

	records required to meet funding arrangements. •Adhere to confidentiality protocols and information sharing laws and regulations.	
Continuous improvement	Participate in continuous improvement initiatives including policy and program development, as required.	Policies, systems, and processes are reviewed regularly to ensure continuous improvement occurs.
Organisation mission, vision and values	Compliance with legislation, contract, and policy requirements in day-to-day work to meet the organisations audit, contract and regulatory obligations.	Policies, procedures and codes, including the Child Safety policy and Code of Conduct, are complied with at all times.
Supervision and training	Participate in regular supervision, critical reflection, training and team meetings with the Program/Line Manager and broader Doncare teams.	100% attendance, unless there is a valid reason for being unable to do so.
Adaptability	Meet the challenges of change as it occurs within the service and organisation.	Positively embrace and adapt to change as it occurs.
Work Health and Safety (WHS)	Actively assess, manage and, where possible, mitigate workplace risk including WHS, client-related risk, reputation risk and personal risk.	Protect the rights, safety and wellbeing of people you interact with in the course of employment.

The employee will be expected to perform other duties outside those set in the position description as directed from time to time which are within the employee's skill, qualification, experience and competence level to meet the agency's operational needs.

The Position Description may be amended from time to time at the organisation's discretion and with changing requirements. Where there is inconsistency between KPI's in this Position Description and those within the Agency's objectives, the Agency's Objectives will stand.

Key Selection Criteria

REQUIRED QUALIFICATIONS

- A relevant tertiary qualification in Family Therapy, Social Work, Psychology, Counselling or related discipline.
- Experience in design and delivery of groups is highly desirable, particularly with children and young people.
- Experience in working with victim survivors of family violence is highly desirable.

KEY SELECTION CRITERIA

- Knowledge and understanding of the impacts of family violence on women and children and their emotional, psychological and physical safety needs, within the context of families.
- A clear understanding of feminist frameworks and how male privilege impacts on current social structures.
- Experience in working in the family violence system, including effective risk assessment and safety planning, with demonstrated knowledge of the MARAM Framework.
- Demonstrated knowledge and experience in planning, implementing and facilitating evidence-based group work models using trauma and violence informed practice approaches and theories related to women recovering from family violence.
- Demonstrated knowledge and experience in working effectively with a broad range of women/children with complexities, including but not limited to Aboriginal families, families from various culturally and linguistically diverse backgrounds, families living with a disability, kinship carers and grandparents, and LGBTQI+ families.
- Demonstrated ability to work in a professional manner including maintaining confidentiality, appropriate boundaries, and a non-judgmental attitude.
- Outstanding verbal and written communication skills to effectively foster relationships with colleagues and key stakeholders.
- Proven ability to work in a team with an understanding and commitment to teamwork and an ability to work with a diverse range of people.
- Demonstrated ability in time management, setting priorities and planning work effectively.
- Demonstrated resilience and ability to pivot with changing goals and tasks.
- An understanding of and commitment to a community-based agency and volunteerism.
- High level of integrity and reliability.
- Advanced skills in Microsoft Office suite (Word, PowerPoint, and Outlook) and the ability to use Canva to create flyers.

Conditions Of Employment

Salary and conditions are in accordance with the Social, Community, Home Care and Disability Industry Award (SCHADS). Salary packaging is offered with this position.

All offers of employment at Doncare are subject to a six-month probationary period.

All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License (if applicable) and a Working with Children Check prior to commencement.

Doncare has a legal and moral responsibility to ensure the safety of all children in accordance with the Child Safe Standards and expects all staff to commit to this standard and understand their duty of care obligations.

All employees of Doncare are bound by the approved policies and procedures of the organisation as promulgated and varied from time to time.

The successful applicant will be required to substantiate formal qualifications.

Acceptance Of Position Description

I have read this document and agree to undertake the duties and responsibilities listed within. I acknowledge that:

- I have read, understood, and accept the Position Description
- The Position Description is an indication of the duties and responsibilities that I may be required to undertake.
- Additional or other duties and responsibilities may be allocated to me. Where additional training and support is required to fulfil extra or other duties of a similar level of responsibility, it will be provided within the guidelines of Doncare's philosophy.
- The Key Performance Indicators (KPIs), where included in this document, are indicative. KPIs will be set by my immediate supervisor in discussion with me, for each year (or another set period) and my performance reviewed against those KPIs.

Employee

Name: _____

Signature: _____ Date: _____