

Job Description



1. **Job Title:** Group Co-Facilitator (After School & School Holiday Programmes)
2. **Reporting to:** Community & Social Services Section Manager
3. **Section:** Community & Social Services
4. **Date last changed:** 14 September 2010
5. **Version:** 1.0

6. **Job Objective:** To co-facilitate a high quality Group Programme for students which is responsive to the changing needs of the community.

7. Declaration

The duties of this role are not limited to those listed below, but include other duties as are required to assist in the operation of The Methodist Mission, as determined by the Community & Social Services Section Manager & Practice Leader.

This Job Description will be updated as required, after consultation with the position holder, and it is intended that these updates will capture the bulk of tasks associated with the role at that time. Additionally, the Chief Executive may authorise a new Job Description at any time.

8. Job Responsibilities

Key Tasks	Elements
To co-facilitate after school & school holiday programme.	Ensure the programme meets the quality standards and outcome measures required as per Contracting standards, and ensures a professional service is delivered to all students. To provide transport of the students as part of the after school & holiday programme.
To ensure a course outline and lesson plan is prepared prior to the commencement of each group and a group evaluation and leader's evaluation is completed at the conclusion of each group	The co-facilitator will have ensured an up to date course outline and lesson plan is prepared prior to the commencement of each group which clearly describes the goals and objectives to be achieved the content of each session, and the group and leader's evaluations to be undertaken. The co-facilitator will engage students in the programme and help them develop their own group rules, and to provide consistent, firm and respectful boundaries
To contribute to new developments and planning for the Group Programme	The Group co-facilitator will contribute ideas and participate in discussion on new developments, to ensure the Group Programme is responding appropriately to needs of the students and the community.
To regularly attend The Methodist Mission Community & Social Services meetings and supervision, sharing	To participate committedly and conscientiously in all training and development opportunities available to the Group Facilitator.

information openly with other team members, voicing concerns where these exist and keeping up to date with developments in the section, the agency, and the social service environment

General	<p>Abide by The Methodist Mission policies and procedures at all times.</p> <p>Provide advice to the Community & Social Services Section Manager and Practice Leader on any issues of concern</p> <p>Undertake other projects from time to time</p> <p>Meet with the Practice Leader regularly for the purpose of monitoring workflow and workload</p> <p>Participate in annual appraisal and work-planning</p>
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8. Authorisations

Staffing	No authority
Contractual	No authority
Financial	No authority

9. Relationships

Reporting to this position: N/A

Other relationships:	Families
	Students
	Other staff

10. Person Specification

Qualifications

Essential

- First Aid Certificate
- Adhere to ANZASW code of ethics, be accountable and practice professionally in the community
- Current clean drivers licence
- Clean Police Check

Desirable

- Teaching Qualification or similar
- Child Protection Certificate

Skills

Essential

- Planning and organisational skills
- Interpersonal skills
- Written and oral communication
- Familiar with policies and procedures, Health & Safety surrounding this

Desirable

environment.

- Good understanding of child development.
- Create a fun, stimulating environment.
- Confidentiality

Personal Qualities

Essential

- Flexibility and Responsive
- To relate well to others as part of a team
- Make appropriate decisions quickly
- Sound judgement non-judgemental
- Sensitive and empathetic
- Use one's initiative effectively
- Work independently
- Self motivated and energetic

Desirable

- An understanding of child development.

Work Experience

Essential

- Experience in a similar role or contact with school age children

Desirable

- Work practice in the primary sector

II. Authorisation of Job Description

Section Manager: _____

Date: _____

Chief Executive: _____

Date: _____