

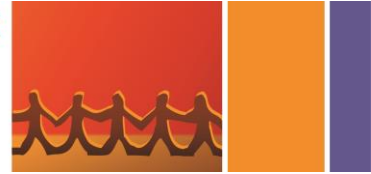
Permanent Care and Adoptive Families

Trading name for Post Placement Support Service (Vic) Inc
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**Permanent
Care and
Adoptive
Families**



PCA Families Volunteer Position Description

Position title	Peer Support Group Facilitator
EFT/Hours	4 hours per month. This role may include evening work.
Team/program area/location	Programs Team
Reports to	General Manager

Permanent Care and Adoptive Families (PCA Families)

The Permanent Care and Adoptive Families is a not-for-profit early intervention support and training service which serves individuals, families and groups who have a personal or professional connection with permanent care and adoption.

The Permanent Care and Adoptive Families is an incorporated association governed by an elected Board, comprising members with relevant personal and professional expertise.

PCA Families is an independent organisation with no religious affiliations. Services are impartial and non-discriminatory.

All services are delivered on the basis of confidentiality, respect and trust. This is especially important for programs which incorporate a strong peer-based element and where participants, and volunteers, may have pre-existing relationships with each other.

Position Summary

Peer Support Group Facilitators are accountable to the PCA Families General Manager for the operation of their Support Group site. Contact and liaison takes place through a lead facilitator to be nominated by the group. Peer Support Group facilitators operate collaboratively to:

- Host and facilitate their site's monthly support group.
- Identify and organise each month's activity, based on feedback and requests from the group.
- Identify any assistance or advice required from PCA Families' staff.
- Provide information to PCA Families regarding: selected activities for each month, updates of promotional information for members; and monthly attendance statistics.

Role Skills and Attributes

1. Lived experience of raising children through home-based care and / or adoption.
2. Excellent interpersonal skills and an ability to engage respectfully with individuals from diverse backgrounds.
3. An ability to foster and direct group discussions, in a sensitive and responsive manner.
4. Respect for diverse perspectives and recognition of the validity of others' views and experiences.
5. Compassion, a non-judgmental attitude and an understanding of the needs and challenges of other families.
6. Capacity to learn from their own and others' experiences through listening and reflection.
7. Empathy and an ability to support individual and group reflection.
8. Capacity for confidentiality and maintaining group and individual privacy.
9. Ability to cope with a variety of emotional responses in the group context, whilst empowering parents to feel optimistic about the challenges facing them.
10. Sound organisational skills, with an ability to complete required tasks within specified timeframes and acquit nominated responsibility.

Additional information

Occupational Health and Safety (OH&S): Volunteers are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.

Pre-existing injury: The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by volunteering in this position. This will assist PCA Families in providing a safe work environment.

Cultural competency: PCA Families is striving to become a culturally competent organisation.

Volunteering is subject to a current Working with Children Check (card) and any other procedures designed to ensure a child-safe environment that PCA Families may deem appropriate from time to time.

Volunteers must comply with the following:

- PCA Families Strategic Plan and Annual Work Plan
- PCA Families Policies and Procedures
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Working with Children Act 2005 (Vic)
- Information Privacy Act 2000 (Vic).