



## Position Description

Position Title	Group Facilitator
Position Type	Casual
Award/Agreement	Social, Community, Home Care and Disability Services Industry Award (MA000100) <a href="https://library.fairwork.gov.au/award/?krn=ma000100#_Toc136980842">https://library.fairwork.gov.au/award/?krn=ma000100#_Toc136980842</a>
Reporting To	Radiance Manager
Location	Collie

### Overview of Radiance Network South West Inc

The Radiance Network South West (Radiance) was launched in November 2017 in response to community demand and recognition that there wasn't enough awareness, support and services for families in the South West region struggling in the perinatal period. Radiance is a product of partnership and collaboration, with a vision to provide a platform to bring services together to support, build resilience, and enhance the emotional wellbeing of parents to strengthen family relationships. Radiance also aims to raise awareness around perinatal anxiety, depression and adjustment disorders, and facilitate better pathways to care.

### Position Overview

The Group Facilitator is responsible for planning, running and reviewing weekly peer-support group sessions that assist parents—particularly mothers—experiencing perinatal mental health challenges. All group facilitators deliver support from a lived-experience, non-clinical and trauma-informed perspective, promoting recovery, inclusion and safety. Facilitators work collaboratively with a co-facilitator and the Radiance Manager to ensure service delivery meets both Radiance's values and industry standards, with particular emphasis on safe practice, consumer partnership, and continuous improvement. The role also includes administration, referral management, advocacy, and active contribution to Radiance's safety and quality systems.

### Key Responsibilities

Please refer to the position characteristics, responsibilities, KSAOs & relationships as outlined in the Social, Community, Home Care and Disability Services Industry Award (MA000100), you can find this online: [https://library.fairwork.gov.au/award/?krn=ma000100#\\_Toc136980842](https://library.fairwork.gov.au/award/?krn=ma000100#_Toc136980842)

Please ensure you review the details associated with the Level as mentioned in your employment contract.

#### Group Sessions

- Plan term programs collaboratively with co-facilitator and clients, reflecting co-design principles.
- Educate participants on group guidelines to ensure physical, emotional and cultural safety.
- Facilitate weekly peer-support group sessions, fostering connection, recovery, inclusion and empowerment.
- Communicate with clients before and after sessions to ensure ongoing engagement and wellbeing.
- Monitor and respond to participant distress or deterioration, following Radiance's escalation procedures.

- Ensure Occupational Health and Safety (OHS) standards are met for volunteers, clients and staff.
- Manage volunteer participation and ensure appropriate communication, supervision and support.
- Support clients' transitions out of the group through discussion, assessment and referral to additional supports.

#### Administration

- Operate within Radiance's governance framework, policies and procedures, ensuring alignment with industry safety and quality requirements.
- Attend staff meetings, supervision and training as required to maintain skills, reflective practice and peer-support competencies.
- Maintain accurate, confidential client records and data in line with privacy legislation.
- Complete debriefing templates, risk reports and documentation as required.
- Participate in quality improvement activities and contribute to evaluation of the program's effectiveness.
- Undertake quarterly professional supervision with an approved supervisor to ensure ongoing reflective practice.
- Conduct case conferencing with staff and relevant stakeholders to support collaborative care.
- Develop and maintain positive relationships with partner agencies and the broader community to support integrated care pathways.

#### Referral management and advocacy

- Conduct intake and assessment (face-to-face and by phone) to determine eligibility for group participation.
- Support clients through informed consent, orientation and safety planning.
- Advocate for clients where appropriate, supporting access to additional or alternative services.
- Escalate client needs or safety concerns in accordance with Radiance procedures.
- Promote self-determination and supported decision-making.

#### **Selection Criteria**

1. Lived experience with perinatal mental health challenges and commitment to using that experience to support others.
2. Certificate IV (or equivalent) in Mental Health.
3. Demonstrated ability to facilitate peer groups in a safe, recovery-oriented, culturally responsive and trauma-informed manner.
4. Proven capacity to work both independently and collaboratively within a team environment.
5. Understanding of quality and safety systems, including incident reporting, confidentiality and professional boundaries.
6. Demonstrated commitment to partnership with consumers and continuous service improvement.

#### **Eligibility**

Employees will be required to:

- Provide minimum proof of identity requirements.
- Hold current First Aid certificate and hold, or obtain, a Mental Health First Aid certificate.
- Hold or obtain a valid Working With Children Check.
- Provide a National Police Clearance (less than 6 months old).
- Obtain or hold a current C Class driver's licence.