

POSITION DESCRIPTION

Position:	Group Facilitator
Reports To:	Coordinator – Motivation for Change
Direct Reports:	NA
Status:	Casual
Location:	Remote, Dandenong, East Melbourne
Grade:	SCHADS 6.1 + Superannuation + Salary packaging

ORGANISATION BACKGROUND

inTouch Multicultural Centre Against Family Violence (inTouch) provides person-centered, integrated and culturally responsive family violence services to people from migrant and refugee communities across Victoria. We have assisted over 30,000 women and children experiencing family violence throughout our 40+ years of operation, providing a holistic service that centers the experiences of victim-survivors in everything we do.

inTouch works across the family violence continuum, providing culturally informed early intervention, case management, perpetrator programs, legal advice, crisis recovery and enhanced capacity-building across the sector and community. We are proud to provide high-level leadership and guidance to all levels of government with our evidence-based, victim-survivor informed advocacy and policy work.

Our services include:

- An accredited community legal centre working at the intersection of Family Law and Migration Law
- Learning and development programs for family violence providers and multicultural organisations to build their knowledge and skills when supporting women from refugee and migrant communities
- Case management that encompasses a first-hand understanding of the migration journey and unique cultural barriers women may face when seeking assistance
- Post-recovery initiatives for victim-survivors, focusing on economic independence, social and family connection and emotional wellbeing
- Prevention projects and resource development for migrant and refugee communities
- Programs focusing on trauma and culturally informed perpetrator intervention.

We are a unique and vital service, with specialist expertise working with people of migrant and refugee backgrounds. This is reflected in our workforce, which is comprised primarily of people who are migrants and refugees themselves – the inTouch team is from over 20 different countries and communities globally.

You can view inTouch's 2022-2025 Strategic Plan [here](#).

POSITION SUMMARY

The *Motivation for Change* is a 20-week culturally tailored intervention program for men who use family violence from migrant and refugee backgrounds with its current focus on cohorts from South Asia and Afghanistan. The program combines weekly Group Facilitation and Case Management work adopting trauma informed approach whilst focusing on the impacts of violence on women and children. Motivation

Position Description: MFC Group Facilitator (Casual)	Effective Date	October 2025	Version: 2.0
Authorised by: Chief Executive Officer	Review Date	October 2026	Page 1 of 6

for Change staff are multi-lingual / bi-lingual supporting program participants with in-language and in-culture support.

Motivation for Change program is a well sought after program by service sector and community groups responding to the need for tailored support for men who use violence from multicultural communities.

The program aims to prepare participants for smooth access to family violence and other supporting services where appropriate. It aims to reduce levels of mistrust and fear of mainstream services and normalize the experience of seeking support and, ultimately, support communities to live free from violence.

We encourage applications for both Principal Facilitator and Co-Facilitator roles in the following languages:

- Dari
- Hindi
- Sinhalese
- Tamil
- Arabic

KEY RELATIONSHIPS

Internal Maintain strong, collaborative relationships with all inTouch staff, including leadership, inTouch Board, NOOR Survivor-Advocates, students and volunteers to support cohesive team dynamics and effective, client-centered, program execution.

External Cultivate and sustain positive relationships with a broad network of stakeholders, including inTouch clients, specialist family violence services, refugee, migrant, and multicultural community organisations, government agencies, academic institutions, and funding partners.

POSITION ACCOUNTABILITIES

- Plan and prepare for group facilitation based on MFC Group Curriculum
- Ability to assess family violence risk according to MARAM Framework and a thorough knowledge of application of Evidence based risk factors, MARAM tools including Adult Using Violence Tools, FVISS & CISS
- Ability to assess dynamic FV risk to women and children through group participatory engagement
- Ability to respond to critical and non-critical incidents following organisational policies and procedures
- Participate in a weekly de-briefing with peer/s
- Participate in regular supervision
- Participate in regular professional development activities that is directly relevant to the role
- Maintain accurate records of group sessions including and not limited to Attendance Sheets and Facilitator Notes
- Engage in Reflective practice individually and in a Team setting
- Maintain permits and licenses required for compliance checks as required by the organization
- Availability to attend internal and external meetings as required

PEOPLE MANAGEMENT

NA

Position Description: MFC Group Facilitator (Casual)	Effective Date	October 2025	Version: 2.0
Authorised by: Chief Executive Officer	Review Date	October 2026	Page 2 of 6

DELEGATION OF AUTHORITY

The incumbent is required to operate within inTouch's Delegations of Authority and is responsible for managing budgets, monitoring expenditure, and ensuring the effective and compliant use of financial resources within their area of responsibility. This includes the management, oversight, and compliance of contracts and agreements relevant to their role.

KEY SELECTION CRITERIA

Essential

Principal Facilitator role:

- A relevant tertiary undergraduate degree (in social work, psychology, counselling or a related subject)
- A graduate diploma or graduate certificate qualification in men's family violence
- Have 100 hours of experience facilitating men's behaviour change groups.

Co-Facilitator role:

- A relevant tertiary undergraduate degree (in social work, psychology, counselling or a related subject)
- Have completed Victorian Risk Assessment and Risk Management Framework training
- Have observed a minimum of ten group sessions.
- Highly developed skills in speaking, reading and writing in any one or several the following languages: Dari, Hindi, Sinhalese, Tamil, Arabic

Personal Attributes

- Genuine commitment to social justice and supporting migrant and refugee communities
- Commitment to professional ethics and values, ability to act with integrity and confidentiality
- Ability to manage stakeholder relationships with sensitivity
- Maturity and life experience with the ability to delve into in-depth conversations
- Model desired behaviours and create an effective team environment that balances individual and organisational needs

SPECIFIC RESTRICTIONS/CONDITIONS

- Incumbent will on occasions and in consultation, be expected to conducted work outside normal business hours.
- Must hold a current Victorian car license
- Must be physically capable to carry out administrative duties, including extended periods of computer use

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and relevant inTouch policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.
- inTouch has a smoke-free workplace policy.

Position Description: MFC Group Facilitator (Casual)	Effective Date	October 2025	Version: 2.0
Authorised by: Chief Executive Officer	Review Date	October 2026	Page 3 of 6

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in day-to-day work in order to meet the organisation's audit, contract and registration obligations.
- Proactively apply specialist knowledge in the review and maintenance of inTouch policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

CONDITIONS OF EMPLOYMENT

- The annual salary for this position is based on the inTouch Enterprise Agreement and is negotiable depending on experience.
- Salary packaging may be provided subject to the terms of and conditions of the inTouch Salary Packaging Policy.
- Superannuation Scheme is available through HESTA; the provisions of the Superannuation Guarantee (Administration) Act 1992 apply.
- The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 referees, a national criminal records check, working with children check, proof of identify and qualifications.
- Signing a Confidentially Agreement is a personnel requirement of inTouch.
- The successful applicant will be required to disclose any pre-existing illness or injury that they know about which could be reasonably foreseen to be affected by the work duties described. Pursuant to s.82 (7) of the Accident Compensation Act, failure to disclose such a condition will mean that if employed, they will not be paid compensation for that condition.

PRIVACY NOTIFICATION

The collection and handling of applicants' and the successful appointee's personal information will be consistent with the requirements of the Information Privacy Act 2000.

Position Description: MFC Group Facilitator (Casual)	Effective Date	October 2025	Version: 2.0
Authorised by: Chief Executive Officer	Review Date	October 2026	Page 4 of 6