

# Position Description

## Support Group Facilitator (Volunteer)



Anxiety Disorders Association of Victoria, Inc.

---

August 2021

**Job Title:** Support Group Facilitator (Volunteer)

**Reports to:** Support Group Coordinator

**Working Hours:** Between 6.30pm – 10.00pm (3.5 hours per meeting dependent on group location)

**Working Days:** Monday to Wednesday evenings (dependent on group location)

**Term:** Voluntary with a commitment of 12 months (approximately 15 – 25 meetings)

**Location:** Assigned to either a face-to-face group or online group

### Other requirements:

*Training and development requirements:* In addition to attending for facilitation shifts, there is a requirement to attend initial and ongoing training sessions and to attend at least two group supervision sessions across the year.

*Membership requirement:* As ADAVIC is a self-funded organization, all volunteers are required to be members of the association which helps to cover all training and supervision costs. ADAVIC Membership is \$45 annually.

---

### Position Summary:

ADAVIC provides regular facilitated peer support group meetings in both face-to-face and online settings for the general public. Meetings are co-facilitated by ADAVIC volunteers to ensure the safe and effective operation of these meetings, and to enable a supportive and encouraging atmosphere for peer-discussion and psycho-education relating to anxiety and depression.

### Purpose of the role:

Facilitators assist group participants to discuss experiences relating to anxiety and depression by providing a safe and comfortable setting and leading by example about appropriate topics and means of communication.

Facilitators utilize processes which encourage and elicit discussion rather than diagnose problems or prescribe change. As such the role may be different to a therapy role, and Facilitators are not required to be fully trained or registered mental health professionals. However, empathy, respect and professionalism are required qualities from Facilitators.

### Main duties and responsibilities

Support Group Facilitation typically includes the following tasks:

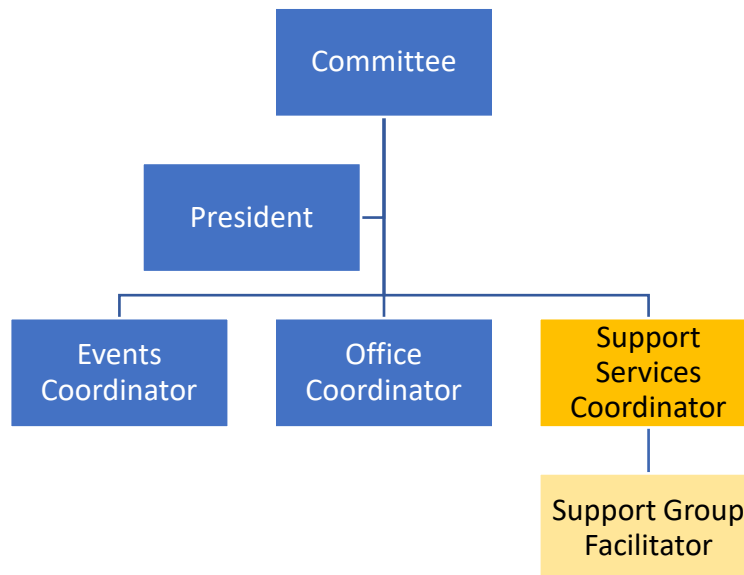
- Assisting diverse individuals to come together as a group and discuss issues and experiences related to Anxiety and Depression disorders.
- Ensuring the group experience is maintained as supportive, friendly and safe so that personal and vulnerable experiences can be discussed without fear of intimidation or embarrassment.
- Defusing and averting conflict situations.
- Directing discussion at support group meetings.

- Providing a focus of discussion regarding mental health issues and experiences related to Anxiety, Depression, Social Phobia, Panic Disorder, Agoraphobia, Self-Esteem issues, Obsessive Compulsive Disorder, and Post Traumatic Stress Disorder.
- Providing psycho-education regarding the nature of and treatment of anxiety disorders when required.
- Preparing and presenting information relating to Anxiety disorders as required.
- Being involved in de-briefing procedures with fellow facilitators at the conclusion of support meetings
- Attending team meetings, training sessions, and group supervision sessions to gain feedback and to ensure continual learning and development.
- Collecting statistics and writing reports relating to the progress of support group meetings.

### Skills & Experience required

- A graduate degree in psychology, social sciences, humanities or related areas
- An understanding of the issues involved in anxiety and depressive disorders
- Excellent communication skills
- Confident public speaker
- Assertiveness and an ability to direct and guide others
- Ability to work with a diverse range of personalities
- Ability to fulfil tasks as part of a team, especially in a co-facilitation environment
- Able to use judgment and act on own initiative
- Reliable and dependable

### Organisational Position



## **About ADAVIC**

Anxiety Disorders Association of Victoria is a not-for-profit, self-funded organisation. We provide support, information and resources to individuals suffering from or affected by anxiety, depression, and related issues.

Our unique grass-roots service bridges the gap between the individual, the local community, and health professionals. Our practical services have a positive effect on our client's lives through:

- reassuring people that they are not alone in their distress and that assistance is available
- providing information and resources to assist in a wide-range of self-help solutions; from information packs, books, CDs, and online services through to lectures, courses and workshops
- encouraging people to overcome their fears and sense of isolation by participating in support groups and attending social events
- promoting professional help; through running workshops, providing an online directory of therapists, and phone referrals to health professionals
- helping all of those affected by anxiety and depression issues, including sufferers, carers, parents, family and friends
- raising awareness and de-stigmatising anxiety and depression in the general community
- offering information and services to help equip health professionals