

# Position Description

## Support Group Facilitator (Volunteer)



Anxiety Disorders Association of Victoria, Inc.

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July 2023

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

**Reports to:** Support Services Coordinator

**Working Days:** Monday, Tuesday, or Wednesday evenings (depending on group location)

**Working Hours:** Between 6.30pm – 9.30pm (depending on group location)

**Term:** Voluntary with a commitment of 12 months (approximately 10–20 meetings)

**Location:** Assigned to either a face-to-face group in metro Melbourne or an online group

**Other requirements:**

*Training and development requirements:* In addition to attending facilitation shifts, this role requires attendance at training and development sessions and regular Group Supervision & Team Meetings.

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**Position Summary:**

ADAVIC provides peer support group meetings for the public in both face-to-face and online settings. Meetings are facilitated by trained ADAVIC volunteers to ensure the safe and effective running of these sessions, and to enable a supportive and encouraging atmosphere for peer-discussion and psycho-education.

**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 registered mental health professionals.

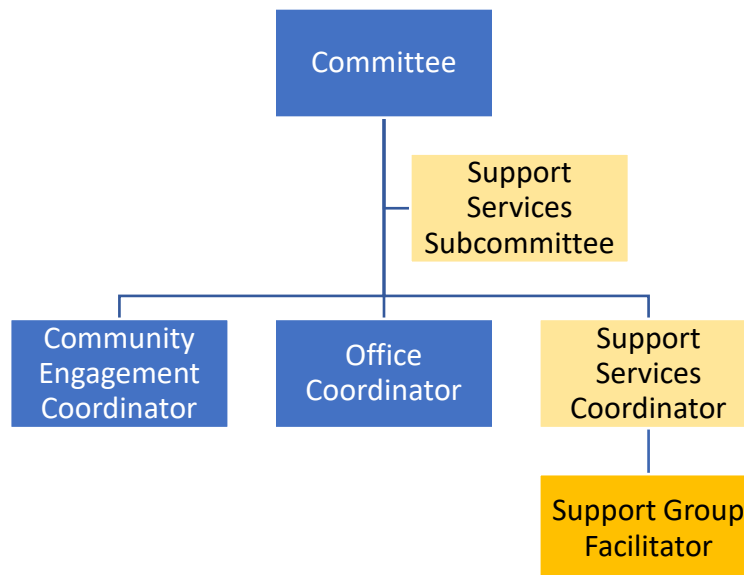
**Main duties and responsibilities**

- Assist diverse individuals to come together as a group and discuss issues and experiences related to Anxiety and Depression disorders.
- Ensure the group experience is supportive, friendly, and safe so that personal and vulnerable experiences can be discussed without fear of intimidation or embarrassment.
- Direct discussion at support group meetings and provide 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.
- Provide psycho-education regarding the nature of and treatment of anxiety disorders when required.
- Defusing and averting conflict situations.
- Be involved in de-briefing procedures with fellow facilitators at the conclusion of support meetings
- Attend team meetings, training sessions, and group supervision sessions to gain feedback and to ensure continual learning and development.
- Collect statistics and provide written reports relating to the progress of support group meetings.

### Skills & Experience required

- (Desirable) A graduate degree in mental health or related area
- 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
- raising awareness and de-stigmatising anxiety and depression in the general community
- offering information and services to help equip health professional