

ROLE DESCRIPTION

TITLE: Volunteer Support Group Convenor

REPORTS TO: Volunteer Services Coordinator

LIAISES WITH: EDV staff, volunteers and service users

LAST UPDATED: February 2013

ABOUT EDV

Eating Disorders Victoria (EDV) is the primary source of support, information, community education and advocacy for people with eating disorders and their families in Victoria. Our vision is to connect those whose lives are affected by eating disorders with the people, services and hope they need for recovery.

EDV is a non-government, community based, charitable organisation, and is funded partly by the Department of Health and partly by philanthropy. We are unique in Victoria in providing a comprehensive support and information service on all aspects of eating disorders. We are also unique in our provision of non-clinical help through a blend of qualified professionals and lived experience. Through our helpline, website, support services, schools program and community education we have a direct impact on the mental health and wellbeing of thousands of Victorians every year.

Eating Disorders Victoria is governed by an experienced Board of Directors. A core team of permanent employees works closely with sessional and relief staff. Work capacity is enhanced by a strong base of volunteers who are trained by EDV and who assist in a variety of roles. Volunteers are drawn both from the health professional sector, and from people with lived experience of eating disorders.

ROLE STATEMENT

Volunteer Support Group Convenors facilitate the sharing of peer support and information to ensure the smooth running of the EDV support groups. Groups run for 90 minutes and may comprise people with an eating disorder, family and friends, or a combination of both.

VOLUNTEER DUTIES AND RESPONSIBILITIES

Primary

- Participate in the direct provision of the EDV Support groups, through the facilitation of support group meetings with one other convenor. Arrive at least 15 minutes before the meeting commences and assist with packing up at the conclusion of the meeting.

- General administrative tasks as required to maintain the service, associated with the provision of the support groups.
- Liaise with the Volunteer Services Coordinator on a regular basis. Stay up to date with policy changes, identify learning gaps, debrief on a regular basis.
- Attend all shifts you have been scheduled to attend. A minimum 24 hours notice is required if you can't attend a group.
- Participate in an initial training program which includes a minimum of 3 observations
- Facilitate a minimum of 4 groups per year.
- Participate in continuing education sessions as required.

Secondary

- Support and resource other activities of EDV. I.e. at events and expos.

KEY SELECTION CRITERIA

Essential:

- A moderate understanding of eating disorders &/or other mental health issues.
- Understanding of the nature and purpose of support services.
- Experience/knowledge facilitating groups where counselling skills are used.
- Well-developed interpersonal and communication skills.
- An understanding of the issues related to working with people affected by eating disorders & other mental health issues.
- Ability to relate to people in distress.
- Ability to work as part of a team.
- Ability to establish meaningful contact with support group participants and facilitate contact between participants.
- Ability to provide support to group participants and facilitate the sharing of information and peer support between participants.
- Ability to offer group facilitation skills appropriate to group context.
- Ability to develop insight into a wide range of issues that are commonly present for participants of support groups.
- Ability to take responsibility for own learning.
- Ability to take direction and use feedback to develop own capabilities.

Desirable:

- Counselling experience
- Group facilitation experience

OTHER

Location: The position will be based at a nominated support group location.

Employment conditions:

- Voluntary role, minimum 12 month commitment preferred.
- Working with Children Check & Police check apply.

- Completion of the internal training program is compulsory, including an observation period and supervised period.

Ethical requirements:

All volunteers are required to adhere to EDV's code of ethics, code of conduct, core values and guiding principles and any other agency's policies, practices and guidelines.

Signatures:

By signing this position description the Volunteer confirms that it has been read, understood and accepted.

Volunteer:

Name

Signature.....

Date.....

Volunteer Services Coordinator:

Name.....

Signature.....

Date.....