

CENTACARE FAMILY AND RELATIONSHIP SERVICES POSITION DESCRIPTION	
POSITION TITLE	Practitioner
ORGANISATION	<u>Centacare Family and Relationship Services</u> (CFRS) is part of Centacare in the Archdiocese of Brisbane. Our branches respond to local community needs throughout South East Queensland.
LOCATION	Gold Coast Region predominantly <ul style="list-style-type: none"> 2/130 Scarborough Street, Southport Qld 4215
REMUNERATION AND HOURS	<ul style="list-style-type: none"> 30 hours per week including after-hours work to meet client need. Level 5 Social Community, Home Care & Disability Services Industry Award. Archdiocesan salary packaging options available.
PROGRAM	Men's Behaviour Change Program (MBCP)
REPORTING ARRANGEMENTS	The Practitioner reports to, and is directly responsible to the Service Delivery Coordinator for the effective and efficient performance of the position.
DECISION AUTHORITIES	The Practitioner has the authority to make decisions relevant to Centacare standards and guidelines and the day to day operations of the role.
ROLE PURPOSE	To provide group facilitation, women's advocacy and associated services within the framework of Centacare Family and Relationship Services (CFRS) mission, values and vision.

PROGRAM VISION

Centacare brings a commitment of care and respect to our work in family and relationship services. We aim to support and strengthen healthy relationships; to promote an understanding of the need for respect and equity in relationships. We aim to empower, support and educate families in making healthy choices. We work in an atmosphere of inclusivity and collaboration with the wider community.

MISSION

To provide professional, community based services that enhance the lives, relationships and well-being of our clients in all their diversity.

VALUES

Centacare values human dignity, respect, interdependence and community, justice and equity, transparency and accountability, working together, and diversity.

STATEMENT OF COMMITMENT

Centacare is committed to the safety and well-being of all children and young people and we will treat them with respect and understanding at all times. We will maintain a high standard of professional service to them and their families. Our language and behaviour, interactions and decisions will always be guided by what is in the best interests of children and young people and for their protection from harm.

DEMONSTRATED SKILLS, KNOWLEDGE AND ABILITY (KEY SELECTION CRITERIA)

Essential

1. Relevant tertiary qualifications in Social or Behavioral Sciences (e.g. Counselling, Psychology, Social Work) from a recognised tertiary institution; eligibility for membership of a relevant professional association; experience in counseling and group facilitation with male perpetrators of domestic violence.
2. Well-developed understanding of the Domestic and Family Violence Act, its application within a court setting and demonstrated experience and knowledge in the principles and practices of contemporary crisis counseling/intervention.
3. Demonstrated articulation of a well-developed practice framework that embraces group work, the ability to manage complex dynamics and its relevance for supporting individuals impacted by family and domestic violence.
4. Knowledge of, and experience in the development and delivery of education and training to diverse stakeholders and age groups, through the application of adult learning principles and psychosocial-educational programs.
5. Highly effective communication and interpersonal skills in the role, and a high degree of professionalism and integrity in working with clients, management, community stakeholders and colleagues.
6. Ability to work as a member of a professional team and to work flexibly and cooperatively with CFRS teams.
7. Well-developed written work including report writing, case notes, data collection, data entry and computer literacy skills.
8. Ability to work within the ethos of the Catholic Church which includes the principles of Catholic Social Teaching (a brief summary is attached to the Position Information Sheet).
9. A highly effective understanding of gender, culture and the socio-political context of domestic and family violence.
10. Essential documents (if interviewed: to be provided if held, or discussed):
 - a. Current driver's licence.
 - b. Current (or eligibility for) Qld Working with Children Check – 'Blue Card'.
 - c. Evidence of Australian Work Rights to confirm citizenship or a visa holder (**provide evidence at interview**).
 - d. Current (no less than 3 months) Australian Federal Police Criminal History Check; and a signed statutory declaration stating you have no criminal offences (Australia and overseas). If not current, Centacare conducts this process.

STANDARD CONDITIONS OF EMPLOYMENT

All members of staff will:

- Commit to the philosophy, mission, vision, and values of CFRS and ensure that they are integrated into all interactions with clients, colleagues and community stakeholders.
- Ensure that behaviours are consistent with the ethos of the Catholic Church and Catholic Social Teaching.
- Be actively committed to the safety and well-being of children and ensure that standards of language and behaviour, when supporting children and young people, are developmentally and ethically appropriate. It is expected that all staff will actively work to provide a safe and

supportive environment for children and young people, including referring visitors and suppliers to our commitment statement as needed.

- Be actively committed to a professional, cooperative, supportive and respectful workplace environment and culture informed through principles of equity, anti-discrimination and harassment, and cultural diversity.
- Adhere to all Centacare policies, standards and procedures relating to client and staff safety, ensuring a safe and positive working environment for clients and team members.
- Develop an understanding of the contracts, policies, procedures and standards of the service and how they apply to the requirements of the service and position.
- Meet contractual requirements including key performance indicators and targets.
- Adhere to all legislative, confidentiality and privacy requirements.
- Use all resources, facilities and assets responsibly and with an awareness of the environment.
- Actively participate in and contribute to continuous learning and quality improvement of both position and service reflective of CFRS' commitment as a learning organisation. This includes Standards and Approval Requirements nominated by funding bodies. (E.g. Dept. of Communities, Child Safety and Disabilities (DCCSDS); Dept. of Social Services (DSS), FaC Administrative Approval Requirements).
- Actively prepare for, and participate in, CFRS meetings and meeting processes.
- Actively prepare for, and participate in, supervision and performance appraisals.
- Keep senior staff regularly informed of issues and needs relating to the position and service.
- Observe professionalism in one's own appearance, dress and behaviour.
- Undertake other duties as required for the role, and working in a team environment.

DESCRIPTION OF POSITION ACTIVITIES

The position activities outlined in this position description are a general guide only. In collaboration with the Service Delivery Coordinator Men's Behaviour Change Program, the Practitioner will carry out the following activities.

1. Planning and Development

- Develop and maintain knowledge of the Domestic and Family Violence Prevention Act, Child Protection Act, Commission for Children and Young People Act; and the Department of Communities Standards for working with men.
- Attend and actively participate in planning meetings prior to every group session.
- Develop and maintain knowledge of the Service Agreement(s) quality assurance standards and legal obligations of the program and relevant to the position.
- Undertake the appropriate internal and external networking, planning and development activities relevant to the role and to CFRS.
- Identify trends and key issues relevant to the position and the service activity area.
- Promote a positive profile of Centacare and CFRS' programs.
- Actively participate in strategic, operational, in-service and program planning and development initiatives of CFRS.

2. Financial, Workplace and Human Resource Management

- In consultation with the Service Delivery Coordinator Men's Behaviour Change Program and co-facilitator, identify, undertake and monitor procedure development in the area of risk

management workplace health and safety; primarily as it relates to the delivery of after-hours services and group work.

- Ensure regular compliance with contractual, legal and organisational requirements relating to financial management; risk management; and work health and safety for clients and staff.
- Undertake the range of administration requirements for the position, including the appropriate recording and archiving of documents in line with legal and organisational requirements.
- Provide timesheets and leave requests in a timely manner.
- Provide financial information to the Service Delivery Coordinator Men's Behaviour Change Program and / or finance administration in a timely manner.
- Identify and report any issues relevant to the management of finances, workplace and human resource management.
- Liaise with supervisor and Work Health and Safety services regarding the risk management requirements for service provision.

3. Service Provision

- Support the Service Delivery Coordinator to develop, maintain and continuously improve policies, procedures and practices through action learning methodology.
- Undertake assessment with clients for suitability into the program.
- Undertake all aspects of the women's advocacy role in line with Standards.
- Assist in maintaining the focus of the group on men stopping violent behaviours in family relationships.
- Assist men to identify triggers by breaking down patterns of violent actions into a step by step sequence of thoughts, interpretations, self-talk and actions.
- Assist men to challenge beliefs and attitudes resulting in violent behaviour.
- Ensure that interventions and practices are underpinned by the Practice Manual.
- Participate in joint sessions, where required with/between the Women's Advocate and the female Co-Facilitator.
- Model non-violent communication and power-sharing between male and female facilitators.
- Undertake court support services, as required.
- Participate in relevant sector and/or network meetings as requested by the Service Delivery Coordinator Men's Behaviour Change Program.
- Ensure the maintenance of client records systems in line with Centacare requirements, Funding body standards and privacy legislation; including the accurate, timely and appropriate recording of client data and case notes.
- Undertake the data collection and overall administration tasks associated with the maintenance of the position in a timely manner.

4. Learning, Feedback, Review and Evaluation

- Participate in regular de-brief meetings with the Co-Facilitator after group sessions.
- Assist with the integration of a 'learning organisation' and continuous improvement culture within the program.
- Provide the Service Delivery Coordinator Men's Behaviour Change Program with required qualitative and quantitative data, activity / service reports and information for reporting to funding bodies.
- Undertake professional supervision and training activities relevant to role area, training plan, organisational capacity and best practice - and provide information to colleagues as required.

- Actively prepare for, and participate in, regular supervision and performance appraisals with the Coordinator.
- Contribute to the regular evaluation of the program through action learning principles and practices.
- Participate in training relevant to child abuse, domestic violence and suicide prevention as appropriate to role.
- Provide regular internal and external reports in a timely manner.

Signature of Staff Member:Date:

Signature of Director:Date: