

Men's Behaviour Change Program Facilitator

Position Description

Position Details	
Title:	Men's Behaviour Change Program Facilitator
Level:	5
Time Fraction:	Part Time
Position Relationships:	Reports to Coordinator Family Violence Prevention
Principal Location:	Relationship Matters Branch offices including Wyndham, City and Frankston depending on the program negotiated
Position Purpose:	This role is primarily designed to provide intake assessment, counselling, group-work, case management and therapeutic support to men participating in Relationship Matters Men's Behaviour Change Programs. The position may also provide secondary consultation to staff of Relationship Matters.
Major Responsibilities	Key Performance Indicators
<p>MBCP Facilitation</p> <ul style="list-style-type: none"> ▪ Provide MBCP counselling and group-work in accordance with program guidelines for the delivery of the MBCP. <ul style="list-style-type: none"> - Provision of primary consultation and - Provision of Group co-facilitation - Provision of initial intake and assessment interview of men wanting to participate in the MBCP ▪ Provide MBCP counselling interventions according to need ▪ Provide direct contact and safety planning for the men participating in the MBCP ▪ Direct follow-up of matters pertaining to men participating in the MBCP, including management of risk issues, make-up sessions, case management prior to group commencement and one-to-one review of their participation in the MBCP. ▪ Participate in the development, implementation, evaluation and related research projects of the MBCP and women's contact support role as appropriate ▪ Participate in supervision as required ▪ Undertake other individual or group work from time to time; e.g. RoadWorthy for Dads as identified and if within skill capabilities. 	<ul style="list-style-type: none"> ▪ Comprehensive intake assessments are undertaken ▪ High quality risk assessments are undertaken and communicated to line manager according to Relationship Matters policy and practice guidelines. ▪ Case management undertaken including risk assessment and documentation. ▪ MBCP program delivered according to program guidelines and targets as scheduled. ▪ Group facilitation undertaken according to agreed sessions. ▪ Men and their ex/partners are appropriately and professionally supported and where necessary referred. ▪ Program records including client files are kept to a high standard. ▪ Attends all supervision sessions. ▪ Group work or individual work undertaken as required.

<p>Data Collection, Administration and Reporting</p> <ul style="list-style-type: none"> ▪ Timely completion of all documentation and statistical reporting pertaining to client matters ▪ Completion of any external client reporting, including progress reporting to Corrections Victoria, as required by the program guidelines. ▪ Ensure client information is recorded in accordance with organisation and funding body requirements. ▪ Ensure compliance with Relationship Matters administrative and reporting requirements. ▪ Collate all client(s) concerns for review by the senior team, for evaluation and consideration of program development and training. 	<ul style="list-style-type: none"> ▪ Compliance with requirements regarding the recording of work activities, client data, case records and other administrative documentation as required.
<p>Contribution and Participation in Clinical Supervision and Organisational Activities</p> <ul style="list-style-type: none"> ▪ Contribute and participate in clinical supervision, organisational activities, branch activities, and the activities of the position's designated team. ▪ Make an active contribution via case presentations, through attendance at organisational in-house professional development. 	<ul style="list-style-type: none"> ▪ Demonstrated contribution and participation in supervision, and organisational activities within the team, branch and whole organisation.
<p>Continuous Quality Improvement</p> <ul style="list-style-type: none"> ▪ Read and comply with of all Relationship Matters' Policies and Procedures, and understand any new or updated policy as issued from time to time. ▪ Be aware of the location on the Intranet of policy documents, forms and processes that relate to your day to day work, for reference as required. 	<ul style="list-style-type: none"> ▪ Able to demonstrate a working knowledge of all Relationship Matters' Policies and Procedures.
<p>Workplace Health and Safety</p> <ul style="list-style-type: none"> ▪ Comply with safety in the workplace. ▪ Take reasonable steps to prevent risks to health and safety. ▪ Co-operate with Team Leaders and Management to enable compliance with safety, health and environmental duties. ▪ Report workplace incidents, hazards, accidents and emergencies immediately. 	<ul style="list-style-type: none"> ▪ Understand and abide by all OH&S policies and procedures, and communicate these as required. ▪ Participate in training, drills and procedures. ▪ Report identified risks to the OH&S Representative

Key Selection Criteria

(Please note: Applicants need not respond in writing to all selection criteria)

Must qualify as a Principal Facilitator or Facilitator within the NTV MBCP Minimum Standards, which requires the following.

A Principal Facilitator will hold:

- 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; and
- have 100 hours of experience facilitating men's behaviour change groups.

A Facilitator will hold:

- a relevant tertiary undergraduate degree (in social work, psychology, counselling or a related subject);
- have completed Victorian Risk Assessment and risk Management Framework training; and

- have observed a minimum of ten group sessions.

In addition it is expected that they will:

- Have an understanding and practical knowledge of the Family Law Act 1975
- Have experience in education or preventative programs, family violence intervention and group work
- Have knowledge of family violence prevention legislation
- Be a proven self-starter, with an ability to maintain professional independence and the ability to work in a self-directed manner
- Have personal commitment to professional development
- Have capacity to meet deadlines and work within specified timeframes
- Have intermediate computer skills.

Personal Qualities

- Affinity with Relationship Matters values
- Generosity of spirit
- Capacity to 'join-in'
- Flexibility

Terms and Conditions

- Salary will be negotiated according to qualifications and experience and in accordance with the Social Community Homecare and Disability Services Award 2010.
- The position is subject to ongoing funding and satisfactory annual performance reviews.
- Travel to the branches of the organisation, including some direct service provision from these sites and other locations, including travel at short notice.
- Evening direct service provision is commonly required of these positions.
- A current driver's licence is essential
- Opportunity to access salary packaging according to Relationship Matters policy.
- Access to Employee Assistance Program.
- As an agency funded partially through the Commonwealth Department Social Services, all employees are required to sign an Oath of Confidentiality.
- Position is subject to maintaining a current Working with Children Check and a satisfactory National Police Check.

Acknowledgements

Position:	Men's Behaviour Change Program Facilitator		
Name:			
Signature:		Date:	
CEO:	Janet Jukes		
CEO's Signature:		Date:	
Probationary Review:	Six Months	Date:	