

Mission Australia

About us:	<p>Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.</p> <p>We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	To reduce homelessness and strengthen communities.

Position Details:

Position Title:	Program Facilitator
Division:	Service Delivery
Reports to:	Program Manager
Position Purpose:	Provide evidence-based intervention, case management, and group programs to men who use violence and abuse in domestic relationships and family settings.

Position Requirements (What are the key activities for the role?)

Key Result Area 1	Client Support
Key tasks	Position holder is successful when
<ul style="list-style-type: none">• Work with men to create individualized case plans including the assessment of family violence, risk factors, and to meet criminogenic need• Develop individualized case plans to ensure that goals are met and practical steps are taken to meet criminogenic needs• Deliver accredited men's behavior change program	<ul style="list-style-type: none">• All men are comprehensively assessed from program suitability, with well developed, evidence based risk assessments• All men receive individual case management and intervention• Where appropriate, men participate in men's behavior change programs in accordance with their risk profile (community based or Domestic Abuse Program)• All required paperwork is completed and put on file.

<ul style="list-style-type: none"> • Liaise with the Department of Justice and necessary Support Services to enable the necessary support and referral of the client. • Ensure partner support is provided to all men through a dedicated partner support worker 	<ul style="list-style-type: none"> • All men's current or ex-partners are connected with a partner support worker. • Regular case conferencing occurs with the partner support worker, in accordance with the men's behavior change operations manual
Key Result Area 2	Program Support
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Contribute to the effective functioning and development of the service through involvement in projects, contribution to team forums, and training and development of staff. • Provide opportunities for clients to access information from the service to assist in their progress towards goals. • Liaise with co-workers and external agencies for the purpose of consultation, referral, service networking, training, community development and advocacy for clients. • Delivery of specialist evidenced based programs. • Attend and participate in external meetings and case conference reviews. • Where applicable source Brokerage Agencies in towns where a direct case management service is not offered. • Develop flexible alternate programs to suit the needs of each client. 	<ul style="list-style-type: none"> • Connection is maintained with key stakeholders including Circle Sentencing, NSW Police, Department of Justice and stakeholders such as Gagamin Men's Group • Program principles are adhered to as outlined in the Men's Behaviour Change Operational Manual • Ensure issues of risk are communicated to the Partner Support Worker • Active contribution is made to the development of the program including participation in staff training and development, and program evaluation • Evidence based offence focused programs are delivered individually and in a group • External meetings and case conference reviews are attended at as required • Brokerage agencies are sourced for clients where needed. • Individualized programs are created for all clients where participation in group programs may be challenging
Key Result Area 3	Program Management
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Create and update individualised case management files for all clients in line with Mission Australia protocols. • Ensure that all required internal and external client paperwork is completed and copies kept on file. 	<ul style="list-style-type: none"> • Case management files are created in required standard and updated regularly. • All paperwork is completed and correct and kept as required. • All funder reports are completed on time

<ul style="list-style-type: none"> • Complete a range of internal and external reports relating to clients and the program including risk assessments, statistics, quarterly and exit reports etc. • Complete a range of other administrative duties for the efficient running of the service including referral letters, goals plans , accessing client brokerage etc. 	<ul style="list-style-type: none"> • All required reports are prepared correct and on time. • All required administration tasks are completed accurately and in a timely manner, including supervision requirements for specialist programs
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Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries

Purpose and Values

- Actively support Mission Australia's purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Actively support Mission Australia's Reconciliation Action Plan.

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- Tertiary qualifications in human services, social welfare, social work or other relevant discipline
- Accredited Training in Men's Behaviour Change Programs including community based programs and DAP, motivational interviewing and group facilitation skills
- Understanding of the Risk Need Responsivity Approach to Offender Rehabilitation
- Demonstrated case management skills
- Good computer skills
- Current driver's license
- Satisfactory criminal record check
- Current Working with Children Check.

Key challenges of the role

Engaging reluctant men into programs

Maintaining relationships with key stakeholders including Circle Sentencing, NSW Police, Community Corrections, Health and Child Protection Services, and Aboriginal Programs.

Compliance checks required

Working with Children	<input checked="" type="checkbox"/>	
National Police Check	<input checked="" type="checkbox"/>	
Vulnerable People Check	<input type="checkbox"/>	
Drivers Licence	<input checked="" type="checkbox"/>	
Other (prescribe)	<input type="checkbox"/>	_____

Approval

Manager name

Approval date