



KWY Aboriginal Corporation Job Description

1. Role Details	
Job Title	Men's Group Work Facilitator – Port Augusta
Start Date	ASAP
Program	My Journey – Port Augusta
Location	Port Augusta
Salary	SCHADS Levels 5.1 \$105,577.68 FTE (Pro rata to 0.6 FTE)
Job Status	0.6 FTE
Reports to	Program Coordinator
2. Role Context	
The Men's Group Facilitator will deliver the MY Journey Program, supporting men to make positive behavioural changes and strengthen their role within families and communities and respectful relationships. The KWY 'My Journey' program is a twelve-session program, which is a culturally tailored intervention men's behaviour change program. The program is specifically designed to address men's use of violence within a family and relationship context which is endorsed by the Courts Administration Authority. Working within a therapeutic, trauma-informed and culturally responsive framework, the role will include program facilitation, referrals, intakes, assessments, case notes, reporting and, where appropriate, one-on-one support. The Men's Group Facilitator will as be responsible for administrative duties such as case noting, maintain attendance records, contributing to reports and data tracking, and making referrals where required. The Men's Practitioner is a highly experienced and competent worker who is responsible for contributing to improvements in the quality, safety and community needs-driven distribution of services that meet the needs of Aboriginal individuals and their families. This program will be delivered to men in the Port Augusta and Whyalla regions.	



3. Essential Criteria

Essential Minimum Requirements

1. Relevant experience in the child protection and domestic, family and sexual violence sector.
2. Demonstrated experience in complex case management and skills in negotiation, advocacy and responding to crisis situations.
3. Clinical and therapeutic understanding of the impacts of trauma.
4. Demonstrated knowledge, experience and understanding of working with Aboriginal and Torres Strait Islander families and communities.
5. Demonstrated understanding of specific issues affecting children and youth that have experienced trauma.
6. Excellent oral and written skills, with the ability to write case notes and referrals.
7. Ability to work effectively in a team, and independently as required.
8. Ability to work in a sensitive, complex and demanding environment with a high degree of autonomy and self-management.
9. Able to provide specialist expertise advice related to providing multi-disciplinary support and engage colleagues in peer reflection
10. Strong computer skills with ability to learn client data systems.
11. Must hold a current South Australian drivers' licence, be willing to drive a work vehicle.
12. Must hold or be willing to obtain and keep current, Child Safe Environments Training (Through Their Eyes).
13. Must hold a current or be able to obtain the following: DHS Working with Children Check, Working with Vulnerable Person's Check and National Police Check.
14. Work to your organizational contract and within the policy and procedure guidelines and program outline/model.

4. Desirable Characteristics

- Tertiary degree qualifications as a Social Worker or related discipline, or equivalent. A degree in Counselling Social Work, Psychology Social Sciences, or a Diploma in Community Services, Human Services, Health Sciences, and/or relevant experience commensurate with the position.
- Knowledge of issues pertaining to homelessness, addiction, mental health, domestic, family & sexual violence.
- Strong understanding of Narrative Principles of practice with emphasis on Aboriginal and Torres Strait Islander Communities.

5. Roles and Responsibilities



Direct Service Work	• Assess and respond to referrals. • Conduct client intake and assessments. • Safety plan and assess risk adequately with the men involved within the program. • Facilitate and deliver the program to the service model as developed by KWY and approved by the funder. • Provide case management responses for individual clients. • Provide one on one support to men who are in the program. • Be able to work autonomously at times. • Be able to work alongside team members who will co-facilitate. • Be proactive in advocating on behalf of individuals and liaise regularly with other service providers for a collaborative approach in supporting clients. • Promote and implement quality service responses that are underpinned and informed by KWY values and service delivery model. • Collect client data in keeping with professional and organisational standards.
Administration	• Keeps all necessary records in accordance with KWY policies and procedures. • Prepare for and actively participate in regular supervision sessions and professional development and training. • Provide timesheets, travel logbook, worker expenses and other administration data according to organisational policy and procedures. • Assists in relevant development of training procedures under the direction of the Service Manager. • Work within budget parameters for worker expenses, petty cash, and mobiles phones. • Undertake other administrative and office management tasks as required. • Practice self-care strategies and apply safety procedures in all work practices. • Write case notes in timely manner.



Team Member	• Sets and maintains high standard of teamwork. • Maintain team boundaries and confidentiality in a professional manner. • Displays a commitment to open communication. • Completes assigned tasks on time and to required standard. • Takes responsibility for own work. • Manages own workload and workflow to achieve the position's purpose. • Openly supports and respects diversity within the KWY team. • Attends regular staff meetings and supervision.
Agency Representation and Community Development	• Represent the program in a professional manner. • Acquire a working knowledge of other agency roles and mandates. • Contribute to community development and programs in the local area that are relevant to the client group
Stakeholder Engagement	• Build relationships with stakeholders. • Attend meetings with stakeholders. • Conduct consultation with a variety of stakeholders and staff. • Establish and maintain open and effective communication channels and working relationships with management and stakeholders. • Undertake specific tasks allocated by your Line Manager relating to the promotion of the service and the enhancement of the partnership between the team and key stakeholders.
Reporting	• Submitting high quality reports as required. • Ensure that all client contact and engagement is appropriately documented and recorded on the data management system



Contribute to Culture	• Actively participate and contribute to responsible and safe work practices. • Embrace diversity and cultural differences in the workplace. • Be aware of Aboriginal cultural practices and/or differences and seek cultural consultation to promote inclusive practice. • Attend cultural supervision. • Identify personal learning needs and give feedback on the service including the identification of gaps and areas for improvement. • Contribute to the development and maintenance of a positive, supportive, and collaborative team environment. • Follow the direction of and have an open line of communication with leadership • Understanding and adhering to all KWY policies and procedures.
Other	• Fulfil other duties as required by management and other department personnel as requested/required. • Participate proactively in team project initiatives. • Support other team members in periods of high demand and during periods of absence. • Participate in project groups and attend events such as expos from time to time. • The above list is not exhaustive, and the role may change to meet the overall objectives of the company.
6. KWY Staff are required to work in accordance with the legislative and professional requirements including:	
• Children and Young Persons (Safety) Act 2017 • Government of South Australia-interagency Code of Practice 2001 • Professional Practice Standards consistent with the area of practice	