

# POSITION DESCRIPTION



## Position Summary

<b>Role Title</b>	Prevention & Education Project Worker
<b>Reports To</b>	Prevention & Education Manager
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Classification</b>	Level 4
<b>Employment</b>	Full time <input checked="" type="checkbox"/> Part time <input checked="" type="checkbox"/> Contract <input type="checkbox"/>
<b>Location</b>	Sale & Bairnsdale

## Role Purpose

Primary Prevention is about stopping family violence before it starts by addressing the root causes.

This position involves assisting and supporting the Heling Service team to support raising awareness and understanding of family violence in the Aboriginal communities across Wellington and East Gippsland LGAs, by helping in the development and implementation and evaluation of a range of therapeutic, social, cultural and practical activities for YWAHS clients, their families and the broader Aboriginal Community.

The activities are designed as an entry point to engage through skills, knowledge and culturally based activities, forums, workshops and other activities that enhance social connection, identity, cultural knowledge sharing, health and well-being and family violence build their skills and confidence to access services and support.

You will provide support, referral pathways and linkages through the YWAHS clinical team, both internal and external services as required.

## Our vision

Aboriginal people enjoy their culture, family, work and community life in a safe environment free from violence.

## Our mission

Prevent and eliminate family violence so that individuals, families and our communities can live free from violence. We do this through wrap-around services and programs that support healing and cultural

## Cultural statement

- Aboriginal and Torres Strait Islander peoples have the oldest continuous cultures in the world.
- YWAHS celebrates and takes pride in the rich spiritual connection, cultural values and practices of Aboriginal and Torres Strait Islander peoples.
- We celebrate the significant contributions made and cultures shared to enrich all communities.
- We acknowledge and respect the special place of the Traditional Owners.
- We appreciate and value the opportunity to live, work and thrive on their lands.

## Our principles and values

**SELF DETERMINATION** A fundamental principle and practice that supports the exercise of true freedom. Full and total control of Aboriginal and Torres Strait Islander peoples' safety, healing, connections to land, country, culture, communities, and futures.

**FREE FROM VIOLENCE** Everyone has the right to live free from family violence and the fear of family violence.

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**CULTURAL RESPECT** Recognising the cultural diversity that exists among our staff, clients and their families. Respecting the rights, views, values and expectations of Aboriginal and Torres Strait Islander peoples.

**HOLISTIC APPROACH** Encompassing the wellbeing of an individual, family and community. Recognising not only the physical but the social, cultural, spiritual, emotional and environmental influences of health and wellbeing.

**INTEGRITY, TRUST and HONESTY** in all our activities. Treating everyone equally, with courtesy, honesty respect and fairness. Being non-judgemental, and modelling ethical behaviour and practice.

**ACCOUNTABILITY and PROFESSIONALISM** Commitment to delivering safe and professional services to the community. Ensuring cultural appropriateness. Respecting personal and diverse boundaries and practices. Delivering outcomes for clients, community and the organisation.

**COLLABORATIVE RELATIONSHIPS** with our clients, community, partner agencies, governments and stakeholders to ensure coordination.

**KINDNESS, COMPASSION, COURTESY and DIGNITY** in our relationships with our clients, our stakeholders and with each other. Valuing the diversity of people and showing proper regard for their interests and **HUMAN RIGHTS**.

**CHILD SAFE** YWAHS is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement. YWAHS is an equal opportunity employer and has a smoke-free workplace policy.

**MARAM** This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 1) which requires mandated MARAM Family Violence Comprehensive training and MARAM Comprehensive responsibilities.

## Key Accountabilities

### Prevention & Education Activities

- Contribute to the development, and actively participate in the delivery of, therapeutic, cultural, social and education programs that include trauma informed and therapeutic models of well-being.
- Promote and market community education and awareness raising activities through advertising, networking and providing information to Healing Service staff and clients, Aboriginal communities, service providers and other stakeholders.
- Develop education and prevention tools, information kits and other resources to support the delivery of the program.
- Develop a prevention and education plan and calendar of events in line with funded activities.
- Meet targets and indicators as identified in funding agreements.
- Form linkages and work in partnership with other family violence services, justice and educational agencies and institutes and other stakeholders to participate in and support delivery of prevention and education program.

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	<ul style="list-style-type: none"><li>● Support the delivery of therapeutic, cultural, social and education programs in the YWAHS catchment area and at other locations as directed e.g. Sale, Lake Tyers Aboriginal Trust, Orbost.</li></ul>
	<ul style="list-style-type: none"><li>● Encourage individual clients to seek help or referral pathways through YWAHS clinical practitioners to support clients to address issues as they are presented.</li><li>● Ensure appropriate documentation is completed by clients prior to activities commencing.</li><li>● Ensure that all OH&amp;S responsibilities including risk assessments and safety protocols are conducted for each activity at all locations as directed.</li></ul>
<b>Evaluation</b>	<ul style="list-style-type: none"><li>● With Management, develop evaluation tools and frameworks for each activity undertaken by the Healing Service e.g., questionnaires, interviews, case studies, and feedback from participants, partner agencies and other stake holders on a regular basis.</li><li>● With Management assistance, analyse the data and develop evaluation reports on activities each quarter.</li></ul>
<b>Reporting</b>	<ul style="list-style-type: none"><li>● Maintain accurate and up to date activity and client records</li><li>● Input data on a daily basis into appropriate data systems</li><li>● Provide monthly data reports and reports on activities to the P &amp; E Manager/team leader</li><li>● Participate in regular general and external clinical supervision as negotiated with Manager, including development and implementation of work plans.</li><li>● Participate in annual reviews.</li><li>● Contribute to the development and implementation of YWAHS organisational plans.</li></ul>
<b>Performance &amp; Development</b>	<ul style="list-style-type: none"><li>● Participate in the YWAHS professional development activities, regular clinical and general supervision, the development and implementation of workplans and debriefing sessions where required and the organisation's performance review process.</li><li>● Monthly Clinical Supervision with external provider.</li><li>● Actively take responsibility for maintaining professional knowledge and skills and obtain documented.</li><li>● Evidence of relevant continuing professional development as required.</li><li>● Continuously review processes and systems and implement improvements where appropriate.</li></ul>
<b>Other Employee Requirements</b>	<p><b>Quality and Risk Management</b></p> <ul style="list-style-type: none"><li>● Actively participate and incorporate continuous quality improvement and sound risk management principles to all aspects of the role and in accordance with YWAHS policies</li></ul> <p><b>Occupational Health and Safety</b></p> <ul style="list-style-type: none"><li>● Ensure a safe working environment is maintained to YWAHS staff and clients.</li><li>● Ensure all OH&amp;S processes and procedures are adhered to.</li><li>● Ensure all safety signage is in full view and in a language, that is clear and precise.</li><li>● Risk Assessment are authorised and completed prior to the commencement of any activity.</li></ul> <p><b>Cultural Diversity</b></p> <p>Actively participate in a continuous process of developing cultural competence by broadening knowledge of and respect for diverse individuals and communities with particular emphasis on the Wellington and East Gippsland demographic</p> <p><b>Teamwork</b></p>

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Work proactively with all members of the YWAHS Team in supporting the Organisations aspirations and its strategic aims.

## Required Knowledge & Skills

### Education & Experience

- Qualifications / certificates in Community Development, Social Science, Social Work or related fields.
- Experience in project management or willingness to develop skills.
- Understanding of social issues affecting Aboriginal communities within the local region
- Experience in consulting with the Aboriginal people, communities and relevant stakeholders
- Experience in developing community programs or willingness to develop skills in creating and evaluating programs and services.

### Essential Knowledge and Skills

- Demonstrated knowledge of Aboriginal culture and understanding of issues affecting Aboriginal people in a contemporary society.
- Demonstrated experience running and facilitating group activities in a range of educational, practical, and therapeutic settings.
- Demonstrated understanding of the issues underpinning family violence particularly as it relates to the Aboriginal youth and young people's cultural context.
- Demonstrated understanding of the issues concerning confidentiality in a service provision organisation.
- Knowledge of pathways and linkages to other support programs and services.
- Passion for working in an NGO environment
- Highly developed relationship building and people skills
- High level problem-solving skills with the ability to identify issues or problems and recommend strategies and opportunities for resolving them.
- Excellent attention to detail
- Excellent listening skills – listen to understand
- Willingness to learn
- Ability to work in a team environment, often under tight time constraints to achieve goals
- High level of computer literacy

## Mandatory Role Requirements

- Current Victorian Drivers Licence
- Travel between sites will be required
- A valid Working with Children Check (WWC)
- Current satisfactory National Police Check

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## Job Demands Checklist

YWABS endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

### Frequency Definitions

<b>I</b>	<b>Infrequent</b>	<b>Activity required occasionally, not necessarily all shifts</b>
<b>O</b>	<b>Occasional</b>	<b>Activity required occasionally, not necessarily all shifts</b>
<b>F</b>	<b>Frequent</b>	<b>Activity required most shifts, up to 50% of the time</b>
<b>C</b>	<b>Constant</b>	<b>Activity that exists for the majority of each shift and may involve repetitive movement for prolonged periods</b>
<b>N/A</b>	<b>Not applicable</b>	<b>Activity not performed</b>

Normal workplace aspects of the role		Frequency				
Demands	Description	I	O	F	C	N/A
Sitting	Remain seated to perform tasks			X		
Standing	Remain standing to perform tasks			X	X	
Walking	Periods of walking required to perform tasks			X	X	
Bending	Forward bending from waist to perform tasks			X		
Kneeling	Remaining in a kneeling position to perform tasks		X			
Lifting/Carrying	Light lifting and carrying			X	X	
Lifting/Carrying	Moderate lifting and carrying - e.g. trolleys, tubs, car seats, shade structures, eskies. Lifting/moving tubs of materials & equipment in/out of cars and from store to activity rooms for activities.			X	X	
Lifting/Carrying	Assisted lifting (lifting with assistance from another person) – e.g. shade structures, eskies			X		
Lifting/Carrying	Level of fitness required for physical activities such as moving trailer and attaching and detaching from vehicle		X	X		
Driving	Driving to and from activities across the region and transporting equipment and passengers			X		
Climbing	Ascending and descending ladders		X	X		
Pushing/ Pulling	E.g. Moving trailer and attaching and detaching from vehicle.		X			

I confirm that I have read and understood this position description and believe that I am able to carry out the requirements of this role safely and effectively and that the conditions and requirements therein form part of my contract of employment.

X  
Employee signature

X  
Employee name (Printed)

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Date