

# POSITION DESCRIPTION



## Position Summary

<b>Role Title</b>	Prevention & Education Team Leader
<b>Reports To</b>	Prevention & Education Manager
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Classification</b>	Level 6, Pay Point 1
<b>Employment</b>	Full Time
<b>Location</b>	Bairnsdale

## Role Purpose

The P & E Team Leader has responsibility for both the leadership (together with P&E Manager) and coordination of the P&E Team. They will provide leadership, supervision, and day-to-day management. Their focus will be to support the growth and development of the team to ensure they provide holistic support services that is inclusive of the social, emotional, and cultural well-being of the whole community. Their leadership responsibilities require a very hands-on approach as they are required to motivate and lead the P&E Team by example – by organising and actively participating in all of the P&E Team activities.

In addition to their leadership role, they will actively support the community as a Team Leader, bringing their extensive experience and skills in therapeutic and trauma informed approaches.

As a member of the P&E Team they will actively contribute to developing and delivering the strategy and workplan for YWAHS to ensure alignment with the YWAHS Strategic Plan and all regulatory requirements.

## 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.

**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

# POSITION DESCRIPTION



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**.

## Key Accountabilities

- Leadership**
- Guide and support the team to ensure delivery of the strategic and operational goals of YWAHS, under the guidance of the P&E Manager.
  - Ensure team resources are managed and optimised to meet ongoing priority needs and seek support as required.
  - Provide support to the P & E Manager and actively contribute to the team plan and goals. This includes attending weekly staff meetings (including preparation of reports) and assisting in a range of diverse activities as required (e.g., policy reviews, submissions, oversee data collection, timesheets and managing staff leave etc.)
  - Provide support to the P & E Manager by being responsible for logistics for all activities. This includes ensuring:
    - all activities are planned for;
    - all required staff and participants are transported;
    - all required assets and materials are obtained, transported and set up for the activities.
  - Motivate and lead the P&E Team by example. Take a lead role in carrying out all identified logistics (as above) and actively participating in all P&E Team activities.
  - Work collaboratively with the Prevention & Education Manager and the P&E Team to maximise opportunities for early intervention initiatives to support YWAHS objectives.
  - Promote and maintain a positive, respectful, and enthusiastic work environment, supporting a culture of reflective practice, quality supervision and coaching. As is the YWHAS way, all staff, including the Team Leader, are expected to graciously help other teams as required.
  - 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 programs.
  - Develop and update prevention and education plans and calendar of events in line with funded activities.

# POSITION DESCRIPTION



---

- Ensure that all OH&S responsibilities including risk assessments and safety protocols are implemented in daily work and for each activity at all locations.

- With Management assistance, analyse data and develop evaluation reports on activities as required.
- Assist with data collection to report to funders on funded activities and programs.
- Communicate regularly with Clinical Team Leader and build positive working relationships between the Clinical Team & the P & E Team.
- Improve the delivery of program and activities based on data capture and learnings.

---

## Performance & Development

- Facilitate the ongoing growth and development of all team members through targeted activities including:
  - Undertake regular (a minimum of monthly) supervision, performance, and development conversations with all members of the team
  - Support staff to access external clinical supervision for ongoing professional growth, where identified
  - Assist P & E team members to develop strong professional networks in their communities, and actively assist them with the management of programs and projects
- Manage own learning and professional development with evidence of relevant continuing professional development as required
  - Actively take responsibility for maintaining professional knowledge and skills and obtain documented evidence of relevant continuing professional development as required.
  - Participate in the YWAHS professional development activities, regular supervision, the development, and implementation of workplans and debriefing sessions where required and the organisation's performance review process.
- Monthly Clinical Supervision with external provider if required.
- Actively take responsibility for maintaining professional knowledge and skills and obtain documented.
- Continuously review processes and systems and implement improvements where appropriate.

---

## Other Employee Requirements

### Cultural Diversity and Inclusion

Actively participate in a continuous process of developing cultural competence by broadening knowledge of, and respect for, diverse individuals, cultures, backgrounds and communities, including Aboriginal and Torres Strait Islander people, members of the LGBTIQ community and people with a disability. Particular focus is to be placed on the Wellington and East Gippsland demographic.

Support an inclusive environment where all individuals are treated fairly, with respect and receive the same opportunities.

### Quality and Risk Management

- Actively participate and contribute to quality improvement activities, by identifying and making recommendations on opportunities to improve processes, workplace health and safety, quality and service delivery outcomes.
  - Adhere to YWAHS incident and complaint investigation policies and procedures.
-

# POSITION DESCRIPTION



- Identify and manage potential client risks that may escalate and resolve these in a respectful and appropriate manner.
- Adhere to all organisational policies and procedures.
- Ensure a good knowledge of policies relating to reportable conduct, child safe standards and response to family violence.
- Clinical background to provide clinical backup if clients reveal abuse during activities would be highly regarded.

## **Occupational Health and Safety**

- Ensure a safe working environment is maintained for YWAHS staff and clients.
- Regularly monitor and review personal work practices and the environment to ensure a healthy and safe workplace in accordance with YWAHS policies/procedures and legislative requirements.
- Adhere to all policies and legislation relating to Occupational Health and Safety, Equal Employment Opportunity, Emergency Management, Waste Management, Environmental Sustainability and Infection Control.
- Proactively report OH&S hazards, incidents and injuries to manager. Take appropriate action to eliminate risk and log on Rapid Global.

## **Teamwork**

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

## **Information and Resource Management**

Understand the purpose of, and be able to use client/corporate records systems and common software applications confidentially and appropriately

Prepare documentation using clear, concise and grammatically correct language appropriate to the role and service requirements.

Record and maintain accurate and timely data as directed to meet relevant funding and policy requirements.

Work within budget requirements and use resources appropriately.

Comply with record and information management requirements in accordance with relevant policies and guidelines.

Ensure information relating to patients/clients and colleague's is kept private and confidential at all times in accordance with policy and procedures.

## **Communication and Teamwork**

Actively participate in team meetings, staff forums and other meetings relevant to the role, and as required by manager.

Work in a co-operative and collaborative manner with all team members to foster a positive and supportive work environment and person-centred service provision.

Provide guidance and support to students and staff in your work area to contribute to a valuable and constructive learning experience.

---

## **Other**

When the P & E Manager is on leave to act in this role to provide coverage for YWAHS.

May be required to perform other duties not specified within this document but commensurate with the classification, experience and skills.

## **Required Knowledge & Skills**

# POSITION DESCRIPTION



## Education & Experience

- Qualifications / certificates in Community Development, Social Science, Social Work or related fields.
- Experience in project management and funding applications or willingness to develop skills.
- Understanding of Aboriginal culture and the 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 experience or knowledge of running and facilitating group activities in a range of educational, practical, and therapeutic settings with an ability to lead a team in successfully delivering therapeutic, cultural, social and education programs and manage all relevant tasks required.
- Demonstrated understanding of the issues underpinning family violence particularly as it relates to the Aboriginal youth and young people's cultural context.
- Demonstrated experience leading a multidisciplinary team, including the ability to accurately assess staff competencies, strengths and areas of opportunity.
- Demonstrated understanding of the issues concerning confidentiality in a service provision organisation and potential pathways and linkages to other support programs and services.
- High-level communication and interpersonal skills that enable the ability to build and maintain positive relationships and communicate with people of diverse backgrounds and abilities.
- Excellent problem-solving skills and attention to detail with the ability to identify issues or problems and recommend strategies and opportunities for resolving them.
- Ability to work in a team environment, often under tight time constraints to achieve goals. Must be a team player and display YWAHS values including honesty, integrity and collaborative relationships.
- High-level of computer literacy.

## Mandatory Role Requirements

- Current Victorian Drivers Licence
- Travel between sites and activities will be required
- A valid Working with Children Check (WWC)
- Current satisfactory National Police Check
- COVID Vaccination (3 doses)

# POSITION DESCRIPTION



## Job Demands Checklist

YWAHS 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)

Date

DOCUMENT CONTROL: YWAHS reserves the right to review and amend this document at its discretion.

# POSITION DESCRIPTION



Reviewed by Manager:  
Approved by CEO:

Date: 23/08/2024  
Date: 18/01/2021

Updated:   
Name: Daphne Yarram

No Update required: