

POSITION DESCRIPTION



Position Summary	
Role Title	Prevention and Education (P&E) Manager
Reports to	Deputy Chief Executive Officer
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)
Classification	Level 8
Employment	Full time <input checked="" type="checkbox"/> Part time <input type="checkbox"/> Contract <input type="checkbox"/>
Location	Bairnsdale – with travel required across the catchment area

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 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**.

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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.

Role Purpose

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

The P&E Manager is responsible for developing and implementing programs and activities that contribute to the broader social change that promotes healthy, respectful relationships and gender equality, and addresses all forms of family violence and discrimination, so that we can prevent and/or reduce family violence occurring in our communities.

The role is focussed on building the skills and capacity of YWAHS Education & Prevention team and support the Healing Service team to raise awareness and understanding of family violence in the Aboriginal communities across Wellington and East Gippsland LGAs.

This position involves managing all activities across YWAHS catchment area including, Sale, Bairnsdale, Lakes Entrance, Lake Tyers Aboriginal Trust, Orbost. The activities are designed as an entry point to engage services, through skills, knowledge and culturally based activities, forums, workshops, and other activities that enhance social connection, identity, cultural knowledge, health and well-being and family violence.

The P&E Manager is a member of the YWAHS Executive Management Team and actively contributes to the development of strategic and operational plans of YWAHS.

Key Accountabilities

Strategic Leadership

- As a member of the EMT, actively contribute to the development of strategic and biannual planning, budgeting and service delivery processes and the development of operational goals
- Lead and enable a team focussed on prevention and education activities that supports the delivery of the P&E Operational and Strategic goals for YWAHS
- Undertake workforce planning to ensure team resources continue to meet current and future requirements and are managed and optimised to meet ongoing priority needs. Seek support for additional resources to meet peak loads as required
- Work collaboratively with EMT colleagues to maximise opportunities across YWAHS including early intervention initiatives to support YWAHS objectives
- Deliver ongoing reporting requirements to a range of stakeholders including funders, EMT and the Board
- Promote and maintain a positive, respectful and enthusiastic work environment, supporting a culture of reflective practice, quality supervision and coaching
- Analyse and use data to guide decision-making and evaluate strategic and operational business Outcomes

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Prevention and Education Activities

- Develop and an annual Prevention and Education Plan and calendar of events in line with funded activities and strategic and operational goals
- In collaboration with the P&E team members, design and implement P & E activities across YWAHS to support the delivery of, therapeutic, cultural, social and education programs that include trauma informed and therapeutic models of well-being aligned to the P&E Plan. This includes a number of key activities:
 - 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
 - Establish and measure targets and performance indicators as required in funding agreements
 - Form linkages and work in partnership with other family violence services, justice and educational agencies and institutes and other stakeholder s to participate in and support delivery of prevention and education program
 - Encourage individual clients to seek help or referral pathways through YWAHS clinical practitioners to support clients to address issues as they are presented.
 - Ensure appropriate documentation is completed by clients prior to activities commencing.
- Work in partnership with the Therapeutic and Development Manager to establish and maintain a program of work to support and enable P&E activities across the YWAHS catchment area
- Ensure that all OH&S responsibilities including risk assessments and safety protocols are conducted for each activity at all locations as directed
- Ensure all activities comply with relevant acts including Privacy Act, Health Records Act, Children Youth & Family Act, Family Violence Act, Confidentiality and State-wide Family Violence Guidelines

Prevention and Education Evaluation

- Develop evaluation tools and frameworks for activities 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
- Undertake analysis and provide insights and recommendations on a quarterly basis to the EMT and Board to ensure ongoing P&E activities meet their desired objectives and continue to have the greatest impact aligned to strategic objectives

Performance and 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 to ensure clarity around goals objectives and accountabilities
 - Use a supportive and collaborative approach when providing regular staff supervision, development and review processes in line with YWAHS performance management system, to maximise staff performance and development and ensure all people observe established policies, procedures and legislative requirements
 - Delegate effectively to support targeted growth
 - Offer a process for team members to access “skip meetings” as part of growth and Development

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- Manage own learning and professional development
 - 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, the development and implementation of workplans and debriefing sessions where required and the organisation's performance review process
 - Participate in Cultural Awareness Training and Cultural educational activities relevant to the role within YWAHS on a regular basis

Reporting

- Input data on a regular basis into appropriate data systems (e.g., IRIS).
- Review reporting requirements to ensure they are "fit for purpose", people understand their responsibilities and there are clear work instructions to support delivery

Continuous Improvement

- Foster an environment of continuous quality improvement in all areas of P&E activities
- Build networks and participate in benchmarking to assist in developing best practice
- Contribute to the development of the sector through actively building partnerships with internal and external stakeholders
- Keeps abreast of changes related to changes in industry and environment

Other employee requirements

Quality and Risk Management

Actively participate and incorporate continuous quality improvement and sound risk management principles to all aspects of the role and in accordance with YWAHS policies.

Workplace Health and Safety (WH&S)

- Ensure a safe working environment is maintained for all YWAHS staff and clients.
- Ensure all WH&S processes and procedures are adhered to.
- Ensure all safety signage is in full view and in a language that is clear and precise.
- Ensure risk assessments are completed and authorised prior to the commencement of activities.

Cultural Diversity

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.

Teamwork

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

Other

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

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Required knowledge and skills (key selection criteria)

Education & Experience

- Qualifications in Community Development, Social Science, Social Work or related fields.
- Experience as a senior leader working as part of an executive team.
- Demonstrated experience developing (contributing to) and implementing strategic and operational plans and managing projects and budgets.
- Demonstrated understanding and experience working with State and Federal Government.
- Frameworks and Strategies that contribute to the safety of Aboriginal and Torres Strait Islander Peoples, i.e., Dhelk Dja – Safe Our Way, Change the Story, Changing the Picture, Family Violence Primary Prevention, Free from violence, etc. or Community Development with a Cultural and Therapeutic Practice experience.
- Demonstrated experience developing and delivering/ facilitating group activities in a range of educational, practical, and therapeutic settings.
- Experience of working cross-culturally, and a demonstrated understanding of cultural safety and its application in human service delivery.

Essential knowledge and skills

- Demonstrated knowledge and appreciation of Aboriginal culture and understanding of issues affecting Aboriginal people in a contemporary society and the history of intergenerational trauma.
- Knowledge of pathways and linkages to other support programs and services.
- Excellent intrapersonal and interpersonal skills including an ability to constructively resolve conflict, negotiate change, advocate and work collaboratively as a member of a leadership team
- Understanding of the legislation and standards relating to Family violence
- Demonstrated understanding of the legislative requirements governing the collection and storage of personal information, client confidentiality, information sharing guidelines
- Proven ability to work in a sensitive and non-judgmental manner, with clients who come from a variety of cultural and socio-economic backgrounds
- Excellent organisation and planning skills for managing competing demands in a complex working environment
- Knowledge of the criminal justice system and the relevant domestic legislation
- Excellent level of computer literacy
- A willingness to participate in training and organisational and professional development sessions.

Mandatory role requirements

- Current satisfactory National Police check
- Valid Working with Children check (WWC)
- Current Victorian Drivers Licence
- Travel between sites will be required
- COVID Vaccination (3 doses)

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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

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

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			
Walking	Periods of walking required to perform tasks			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			
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			
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
Driving	Driving to and from activities across the region and transporting equipment and passengers	X				
Climbing	Ascending and descending ladders					X
Pushing/ Pulling	E.g. Moving trailer and attaching and detaching from vehicle.					X
Repetitive	Use of keyboard, typing, entering data etc.		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: