

POSITION DESCRIPTION



Position Summary	
Role Title	Prevention & Education Team Leader
Reports to	Prevention & Education Manager
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)
Classification	Level 6, Pay Point 1
Employment	Full time ☒ Part time ☐ Contract ☐
Location	Bairnsdale

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

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 Business Strategy and all regulatory requirements.

Key Accountabilities

- Leadership
- Guide and support the team to ensure they deliver to the strategic and operational goals of YWAHS.
 - 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.

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- 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.
- Ensure that all OH&S responsibilities including risk assessments and safety protocols are implemented in daily work and for each activity at all locations as directed.
- With Management assistance, analyse data and develop evaluation reports on activities each quarter.
- Assist with data collection to report to funders on funded activities and programs.

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

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.

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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.

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

Required knowledge and skills (key selection criteria)

Education & Experience

- Qualifications / certificates in Community Development, Social Science, Social Work or related fields.
- Clinical background to provide clinical backup if clients reveal abuse during activities would be highly regarded.
- Experience in project management and funding applications 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.
- Ability to take a lead role in carrying out all tasks identified to plan, set-up, run, packup and actively participate in all P&E Team activities.
- 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.
- 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.
- 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

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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: