

POSITION DESCRIPTION

TITLE:	PARENT GROUP FACILITATOR (BABY MAKES 3 PROGRAM)
CLASSIFICATION:	BAND 5
STATUS:	PART TIME MAXIMUM TERM or CASUAL
BUSINESS UNIT:	COMMUNITY AND FAMILY SERVICES
DATE:	AUGUST 2022

ORGANISATIONAL CONTEXT

Our vision is that the unique identity of our urban, hills and rural areas is strengthened. We meet the challenges we face together as a community. How we respond balances the needs of our people, businesses, our productive land and natural environments.

To undertake this vision successfully we are developing a skilled and professional workforce that embraces our organisational culture, values and demonstrates key leadership capabilities. We define our culture as working together, working differently and working for the future. The values of teamwork, respect, accountability, communication and customer focus underpin our work and our behaviours to ensure we deliver on the Council's vision while maintaining a healthy, engaging and inclusive workplace. The Leadership Capability Framework describes what we do as leaders and the Values form the basis of how we behave in the workplace and conduct the business of planning.

Council plays an important role in contributing to life in your community by providing many of the services and facilities that residents of all ages access every day. Council provides traditional local government services like local roads, waste management, and planning, building and animal control. But beyond this we provide much more. We work with residents from newborn babies, to young people, families and our senior citizens.

Cardinia Shire Council values Inclusion and Gender Equality and does not condone any negative behaviours as outlined in our Workplace Behaviours policy. This includes, and is not limited to, discrimination, bullying, family violence, victimisation and breaches of our other workplace policy.

Maternal and Child Health Service (MCH)

Council's MCH service supports children and parents/carers, our work is underpinned with the principles that children are valued members of our community in their own right. As such the needs of children and their families are an integral part of the planning, design and implementation of our services. Parents and carers are acknowledged as central to the health, wellbeing and development of their children and therefore we place a great emphasis on the consideration of the whole family in our services.

Council has five key outcomes for children and families:

- Be Safe
- Be Healthy and Happy
- Be Connected
- Realise their potential
- Achieve Economic Wellbeing

Project Background

Baby Makes 3 is an evidenced-based, award-winning education and social change initiative for gender equality. As a health promotion intervention, *Baby Makes 3* shapes long-term attitudes and social norms about parenting by challenging outdated gendered expectations of becoming a parent.

All parents and their children deserve the chance to live a happy, safe and healthy life. The reality is many parents find themselves locked into traditional, unequal parenting roles which are predetermined by their gender and reinforced by social norms. These stereotypes drive gender inequality in the community and contribute to stress and breakdown in relationships and to an increased prevalence of violence against women.

Baby Makes 3 aims to build mutual understanding, appreciation, and respect among first-time parents through group-based programs delivered as part of Maternal and Child Health Services first time parents' group.

ORGANISATIONAL RELATIONSHIP

Reports to:	Team Leader Enhanced Maternal & Child Health Service
Internal Liaisons:	Manager Community and Family Services, Coordinator Maternal & Child Health, Team Leaders Maternal & Child Health and staff at all levels in the Maternal & Child health team and across all divisions of Cardinia Shire Council.
External Liaisons:	May include relevant Local, State and Federal Government Departments and authorities, Kindergartens, childcare centres, universities and training institutes, hospitals, health professionals, community organisations/agencies, clients of the service and local residents, other Health Professionals, Community Groups, Voluntary Sector Providers,

POSITION OBJECTIVES

To facilitate the *Baby Makes 3* program, promoting healthy relationships in a series of interactive group sessions to first time parents, and act as a resource to the MCH team regarding the program.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Attend facilitator training to deliver the *Baby Makes 3* program (3 days)
- Co-facilitation of the *Baby Makes 3* group program within a male and female facilitator partnership (evening and some weekend work)
- To work within the Health Ability/Cardinia Shire MOU regarding delivery of the *Baby Makes 3* program
- To build the capacity of the MCH and other early years workforces to embed gender equality principles and healthy relationships messages through facilitation and participation in training workshops
- To coordinate, develop and evaluate the *Baby Makes 3* group programs throughout the municipality
- Provide education, guidance, support and advice to families, community groups/agencies and other areas of local government

- Using community development principles to encourage the continuation of support groups on completion of the program, this includes linking in with playgroups operating nearby
- Support the implementation of community building activities to foster a sense of community belonging and participation among new parents
- Adhere to child safe standards and principal of keeping children safe at all times, including conducting activity risk assessments that ensure the safety of both children and parents
- Respond appropriately to disclosures of family violence
- Act as resource to all MCH team members regarding gender equality and respectful relationships in line with the Baby Makes 3 program

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for identifying the needs of group programs
- Maintain up to date records of contact with clients using the MCH database
- Freedom subject to regulations and policies, and regular supervision
- Collect and collate statistics relating to work undertaken and prepare reports as required
- Provide input into the development of policies and procedures.

JUDGMENT AND DECISION MAKING

- The work is specialised and problem solving may involve adapting previous experience to new situations.
- Work may involve improving and or developing methods and techniques generally based on previous experience.
- The work is undertaken without direct supervision. However, guidance, support and advice is available

SPECIALIST KNOWLEDGE AND SKILLS

- Sound program development and administrative skills
- Sound knowledge of the functions and benefits of support groups
- Clear understanding of concepts of community development and community capacity building
- Understanding of long-term unit goals and policies of unit and wider organisation.
- Working knowledge of child safe standards and principal of keeping children safe at all times.
- Ability to respond to disclosures of family violence
- Knowledge and/ or experience in primary prevention of violence against women and/or gender equality
- Highly developed group facilitation skills

INTERPERSONAL SKILLS

- Well-developed listening, written and verbal communication skills to ensure effective relationships are formed
- Network with and contribute to networking groups, a range of professional services and local community agencies and groups within the scope of the role
- Ability to gain cooperation and assistance from families, members of the public, other employees in the administration of well-defined activities and in the supervision of other employees where appropriate.

- Ability to liaise with counterparts in other organisations to discuss specialist matters to resolve intra-organisational problems.
- High emotional intelligence

MANAGEMENT SKILLS

- The position requires skills in managing time, setting priorities and planning and organising one's own work to achieve specific and set objectives in the most efficient way possible.
- The incumbent is accountable for the quality, effectiveness, timeliness of the programs, projects or work plans under their control, and for the safety and security of assets being managed.

QUALIFICATIONS AND EXPERIENCE

- Knowledge and/ or experience in primary prevention of violence against women and/or gender equality
- Experience in group facilitation preferred,
- A Certificate IV in Workplace Training & Assessment is preferred

KEY SELECTION CRITERIA

- Well-developed communication, interpersonal and conflict resolution skills with the ability to relate to people at all levels
- An understanding of the requirements around confidentiality and reporting requirements
- Ability to facilitate and evaluate the Baby Makes 3 program, identifying participant needs, developing and coordinating groups
- Sound knowledge of primary prevention of violence against women and/or gender equality
- Ability to assist families in identifying and achieving objectives, developing personal skills necessary for building healthy relationships
- Demonstrated knowledge of early childhood wellbeing and development including normal childhood behaviour is an advantage
- Ability to embrace and demonstrate the values of the organisation

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2021 and Cardinia's policies and procedures.

Tenure This is a Casual, or Part time maximum term position for 6 months.

Pre-employment checks All appointments are subject to a National Police Record Check, Working With Children Check, pre-employment medical check, and a six-month probationary period (new employees only). In line with recent Victorian Government announcements, positions in healthcare require the incumbent to have and maintain the necessary mandatory COVID-19 vaccinations.