

POSITION DESCRIPTION

Position Number:	1067
Position Title:	Coordinator & Group Facilitator – Healing Our Children Aboriginal & Torres Strait Islander Identified Position (Female)
Position Type:	Part-Time, 18 months Fixed Term
Position Level:	SCHADS 6.1
Location:	Darwin, Northern Territory
Direct Reports:	2
Responsible To:	Director of Early Intervention Services

About Relationships Australia Northern Territory

Relationships Australia Northern Territory is a community-based, not-for-profit, non-government organisation providing a broad range of services, which are for all members of the community regardless of religion, belief, age, gender, sexual orientation, lifestyle choice, cultural background or economic circumstances.

Our clients are often dealing with complex and sensitive situations, so we look for employees who are understanding, knowledgeable and genuinely care about the wellbeing of others.

Vision

Relationships Matter - Respectful Relationships can empower people to belong, connect and have meaning and confidence to meet the challenges of our time.

Purpose

To embrace and improve individual, family and community wellbeing through our supportive, professional and culturally appropriate counselling, mediation and family meetings.

Values

We value

We demonstrate this by:

RESPECT:

Respecting the rights of individuals, families, stakeholders, our clients and our employees, to make informed choices.

ABORIGINAL & TORRES STRAIT ISLANDER:

Supportive two-way learning to strengthen our services, by embracing culturally innovative service provision and employment for First Nations people.

INTEGRITY:

Providing services which are appropriate, supportive to client and community needs and which adhere to the highest ethical standards.

SOCIAL JUSTICE:

Promoting and pursuing a society which is equitable and inclusive.

EXCELLENCE:

Pursuing excellence through critical and continuous reflection, professional and organisational development, best practice and innovation.

DIVERSITY:

Advocating inclusiveness to all regardless of age, gender, race, sexuality, disability, religion, and any other unique talent.

Summary of Position

This is a lead role in the development, coordination, and service delivery of the Healing Our Children Project (HOC) in urban and remote Top End communities.

HOC is an early intervention group program which aims to prevent trauma in young children under 3 years of age and provide opportunities for healing and repairing relationships for women and children who experienced trauma. The purpose of this position is to build the capacity of Aboriginal women in communities for early response and prevention strategies aimed at the needs of vulnerable women and children experiencing violence and abuse.

The role ensures that the HOC Project targets pregnant women and those responsible for looking after children who may in the future be at risk of exposure to domestic and family violence. Also women with older children who are currently or have previously lived with violence in the home. The Coordinator ensures that HOC provides a supportive environment for Aboriginal women who are affected by family domestic violence to discuss issues and provide them with information on how it can affect their children's brain development.

In the performance of this role, you are required to comply with the Safeguarding Children and Young People Practice and Behaviour Guidelines, be subject to RA-NT policy and procedures, and actively participate in cultural safety and "cultural fitness".

Key Duties and Responsibilities

- Lead the coordination, development, administration and the provision of service delivery of the HOC project, and work within the agreed budget.
- Build the capacity of Aboriginal women for early response and prevention strategies, aimed at the needs of vulnerable women and issues affecting children in their communities.
- Link women and children to other appropriate support services and networks if required.
- Liaise and network with other service providers in family and children's services within the communities where HOC is delivered.
- Identify and recruit suitable local Aboriginal people for employment or volunteer involvement in the project.
- Develop and deliver a culturally safe training package on the HOC model of group work for Group Facilitators and Peer Mentors.
- Work alongside Group Facilitators and Peer mentors in a culturally sensitive manner, respecting their cultural advice and the protocols of the community in which you are delivering.
- Provide culturally-safe direction, mentoring, supervision and line management to Group Facilitators and Peer Mentors who are working directly with women in their community.
- Use the guidance of local Elders and community members to develop an appropriate model of project evaluation.
- Evaluate and review practice, adjusting it to best meet the needs of clients.
- Write reports as specified by and comply with all requirements of the funding body.
- Utilise computer systems to input and maintain client stakeholder, referral and group session data and information records and to access RA-NT communication systems and information.
- Promote a positive image of Relationships Australia and the HOC project to the broader community through professional and community networking, presentations and awareness raising activities.
- Maintain high quality practice as a trauma informed practitioner with active participation in ongoing supervision and professional development.
- Meet regularly and maintain an effective flow of communication with the Director of Early Intervention Services, providing updates and reports on the implementation of program goals and outcomes.

Qualifications and Experience

Essential

- Qualification in Social Work, Psychology or other relevant field.

- Experience working therapeutically with women, children or families in a professional setting.
- Ability to meet RA-NT standard of professional competence appropriate to delivering therapeutic interventions to vulnerable women.
- Demonstrated knowledge and understanding of the long term impacts of trauma including violence, abuse and neglect on children and family functioning.
- Knowledge and understanding of trauma-informed practice including theories of child development, trauma theory and attachment theory.
- Demonstrated knowledge of the issues affecting women and children in Aboriginal communities and a capacity to respond to their emotional, physical and spiritual needs.
- Experience in mentoring and supervising Aboriginal staff and leading a small team.
- Ability to undertake professional and community liaison and networking with the community, service providers and government agencies.
- Possession of a current NT Driver's Licence (Manual licence highly desired).
- Willingness and capacity to travel to remote areas.

Desirable

- First Aid Certificate

Requirements

- A satisfactory Northern Territory working with children's check.
- A satisfactory National Criminal History Check.
- A commitment to our Safeguarding Children Practice and Behaviour Guidelines.
- Evidence of vaccination status as required by Northern Territory Health Directive.

Corporate

Physical Resources

- Take care of physical resources during employment with RA-NT including IT, vehicles, equipment and related items.

Systems

- Comply with RA-NT corporate systems, policies and procedures.

Work Health and Safety

- Demonstrated safe work practices for personal health and safety, and the health and safety of others in line with Work, Health and Safety requirements.
- Comply with any reasonable instruction and co-operate with any reasonable policy or procedure of the organisation relating to health or safety in the workplace.

Please note that Position Descriptions are under constant review and may be changed by the Chief Executive Officer, after consultation, at any time.

Acknowledgement

I have read, understood and accept the position as documented in this position description.

Employee Name (Please Print):

Signature:

Date:

<i>Reviewed by:</i>	<i>Human Resources</i>	<i>December 2022</i>
<i>Review due by:</i>	<i>Human Resources</i>	<i>December 2024</i>
<i>Approved by:</i>	<i>Chief Executive Officer</i>	<i>February 2021</i>

