

## JOB DESCRIPTION

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| Position title: | Group Facilitator – Men’s Behaviour Change Program (MBCP) |
| Approved by:    | General Manager Operations                                |
| Date effective: | October 2019  |

### PURPOSE

The purpose of this position is to ensure Relationships Australia Victoria (RAV):

- delivers specific family violence group programs to men who have used violent and controlling behaviours towards family members;
- increases the safety of women and children by holding men accountable and encouraging them to take responsibility for their own behaviour.

This position is covered by the Relationships Australia Victoria Staff Enterprise Agreement 2013-2017, but otherwise would be covered by the Social, Community, Home Care and Disability Services Industry Award 2010.

### OUR ORGANISATION

Relationships Australia Victoria (RAV) is a valued provider of specialist family and relationship services. Our vision is for positive, safe and respectful relationships for couples, families, schools, workplaces and communities. Our objective is to relieve suffering, distress and helplessness and to enhance physical, social and emotional wellbeing. As a community-based, not-for-profit organisation with no religious affiliations, our services are for all members of the community, regardless of their religion, age, gender, sexual orientation, lifestyle choice, cultural background or economic circumstances. RAV provides services from 16 centres in metropolitan Melbourne and regional Victoria, and from additional outreach locations. The corporate support team is based in Camberwell.

### POSITION SUMMARY

As part of the State Government’s integrated framework of response to Family Violence, RAV is contracted by the Department of Health and Human Services (DHHS) and Department of Justice & Regulation (DJR) to provide family violence services in numerous Victorian locations across mainstream, court mandated, community corrections and Victorian prisons.

The Group Facilitator MBCP supports RAV in the delivery of these quality programs with a specific role in delivering group-based programs to clients. As a member of the RAV community, it is expected that practice continually improves and develops, with all members of the team working together in a collegial fashion. It is also expected that the Group Facilitator MBCP builds and maintains professional external relationships, in accordance with RAV’s management structure as required. This may include regional family violence network meetings, and meetings with departmental personnel, as well as meetings with colleagues within RAV. This role has primary responsibility for family violence counselling and support services in Victoria as part of the State Government’s integrated framework of response to family violence, and compliance with the No To Violence (NTV) minimum standards of quality practice. RAV is funded by the Victorian Government to provide quality programs including men’s behaviour change groups for men who are seeking to change their violent and controlling behaviour. Service delivery across metropolitan Melbourne and regional Victoria is consistent with DHHS Services Standards, and the Family Violence Assessment and Risk Management Framework.

RAV State-wide Family Violence programs are coordinated into regional divisions. These being North/West (Sunshine, Greensborough, Ballarat, Shepparton) and South/East (Cranbourne, Boronia, Kew, Gippsland). As RAV's State-wide Family Violence programs continue to grow there is an expectation that locations identified will increase and change to meet funding and contractual requirements.

## KEY RESULT AREAS

| Area                             | Tasks  |
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| Program delivery                 | <ul style="list-style-type: none"> <li>• Provide high quality, ethical and professional individual and group work interventions and facilitation. This includes a recognition of the potential of each person, and their capacity for change.</li> <li>• Assess client needs and suitability for MBCP and provide referrals where appropriate.</li> <li>• Contribute to the ongoing development of the MBCP and its delivery within an integrated framework across RAV, including planning the content of sessions.</li> <li>• Ensure safety is a prioritised by confirming that all clients have undertaken risk assessments, and that appropriate strategies are implemented to manage risk. This includes ensuring the accountability of people who continue to use violence, in accordance with NTV minimum standards.</li> <li>• Deliver the agreed number of programs in accordance with funding, RAV policies and protocols. This includes maintaining accurate records, completing statutory reports if required, and referring or reporting serious or complex issues to the supervisor or Centre Manager.</li> </ul> |
| Quality services                 | <ul style="list-style-type: none"> <li>• Demonstrate highly developed skills in assessment and group work with men who have engaged in family violence.</li> <li>• Demonstrate an ability to be reflective about the work, in particular how the work is having an impact on the self as a practitioner.</li> <li>• Foster good working relationships with relevant external agencies and professionals, and actively promote RAV's programs to external stakeholders e.g. police, courts, referral agencies.</li> <li>• Ensure contemporary knowledge of relevant government policy at both state and federal levels, particularly in relation to family violence.</li> </ul>   |
| Teamwork                         | <ul style="list-style-type: none"> <li>• Maintain positive collegiate relationships with Centre Manager and colleagues, including participating in professional development activities and regular supervision, support and debriefing of facilitators where required, to ensure ongoing quality improvement. This includes engaging in performance planning and reviews in line with the RAV procedures.</li> <li>• Recognise that the Group Facilitator MBCP may be required to perform additional duties from time to time.</li> </ul>  |
| Policies, procedures and systems | <ul style="list-style-type: none"> <li>• Adhere to, and comply with RAV organisational policies, processes and procedures, using appropriate systems where required.</li> <li>• Model the organisation's values, play a role in raising the profile of these values and associated behaviours across the organisation including a positive contribution to workplace harmony and displaying cooperative team behaviour.</li> <li>• Proactively communicate, identify, report, assess OHS related risks and hazards within the centre(s).</li> </ul>  |
| Continuous improvement           | <ul style="list-style-type: none"> <li>• Demonstrate commitment to the objectives of the team, centre and organisation and show considerable drive and effort in achieving work and organisational goals.</li> </ul>   |

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|       | <ul style="list-style-type: none"> <li>Identify, develop and support and/or implement new initiatives, quality and continuous improvement activities as part of a continuous improvement process in own work, team, centre and organisational goals.</li> </ul> |
| Other | <ul style="list-style-type: none"> <li>Perform additional duties from time to time, as required by management.</li> </ul>   |

## REPORTING

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| Line manager:         | Centre Manager. The role will also work closely with the regional Family Violence Coordinator.  |
| Manages:              | Nil   |
| Key internal liaison: | The role will work closely with Centre Managers in delivering contracted state services. Other key internal liaison will be with Assistant Manager(s), Family Violence team, staff at centre(s) (administration and counsellors), and Practice Specialist Family Violence and Child Safety. |
| External liaison:     | Clients, other service providers, community stakeholder groups, DSS and DHHS, Corrections Victoria, child protection agencies, police and courts.   |
| Note:                 | Reporting arrangements may change from time to time depending on business requirements.   |

## OUR VALUES

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| INCLUSIVITY    | Treating all people equally.   |
| RESPECT        | Treating everyone with respect.  |
| INTEGRITY      | Behaving with integrity in all our dealings.   |
| TRANSPARENCY   | Being open and honest in our communications.   |
| ACCOUNTABILITY | Using our resources responsibly.   |
| EFFECTIVENESS  | Providing high quality, effective services and maintaining the highest professional standards. |
| ADAPTABILITY   | Proactively responding to change to meet the needs of the community.                           |

## KEY PERFORMANCE INDICATORS (KPI'S)

- Effective facilitation of groups for men seeking to change their violent and abusive behaviours.
- Responding to men's use of violence in keeping with RAV policies and NTV standards.
- Effective completion of assessments, including risk assessments, where required, and provision of related information.
- Maintenance of case notes, and timely and accurate record keeping.
- Positive feedback on performance.
- Prompt reporting to Centre Manager and Family Violence Coordinator of safety concerns, and any serious matters or critical incidents.
- Compliance with RAV policies and procedures, and associated funding requirements.

## KEY SELECTION CRITERIA (KSC)

### Mandatory KSC:

- Appropriate tertiary qualification in psychology, social work, or a related social science discipline.
- A demonstrated understanding of the men's behaviour change process and the gendered nature of family violence.
- Commitment to advocating for non-violence, and to living non-violently.

- Commitment to enhancing the safety of women and children who have experienced male family violence.
- Willingness to undertake at least four professional development sessions per year, and commitment to continuous improvement and innovation.
- Willingness to undertake cultural training relating to Aboriginal and Torres Strait Islander, and culturally and linguistically diverse clients.
- Candidates with demonstrable skills, from previous experience with organisations and or culturally diverse client groups, staff and workforces or stakeholders are highly valued at RAV.
- Satisfactory completion of a National Police Check, International Police Check (if applicable) and Working with Children check.

#### **Highly Desirable KSC:**

- Candidates who are Aboriginal, Torres Strait Islanders, people with a disability or others from under-represented culturally diverse backgrounds are encouraged to apply.
- Completion of 'No to Violence' Graduate Certificate in Male Behaviour Change Group Facilitation, Swinburne University.
- Acquisition of 100+ hours experience facilitating one or more MBC groups.
- Eligibility for membership of a relevant professional body.
- At least two (2) years' experience in provision of group work, intake and assessment, counselling and support to women who have experienced family violence.