

WOMEN'S JUSTICE NETWORK

POSITION DESCRIPTION

Job Title	Program Facilitator – Healing from Within
Job Type	Part Time (7 Hours/week)
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS) Level 5.1
Location	Alexander Maconochie Centre in Hume, ACT.
Supervisor/manager	Gloria Larman, CEO

The Women's Justice Network is seeking an enthusiastic and capable person to take up an exciting and dynamic role within the organisation. The Women's Justice Network is a not-for-profit, community-based organisation dedicated to improving the status, wellbeing and prospects of women and young women affected by the criminal legal system. WJN addresses the many issues facing criminalised women both systemically through advocacy, and individually through the one-to-one mentoring and group work. WJN operates on the premise that providing women and young women with gender-responsive social support will lead to a reduction of recidivism rates and a minimisation of the burgeoning prison population.

POSITION DESCRIPTION

The Healing from Within Program Facilitator is responsible for the planning, coordination, delivery, monitoring and continuous improvement of the Healing from Within Program at the Alexander Maconochie Centre in Hume, Canberra. Working independently, the facilitator delivers weekly group sessions that utilise creativity, culture, connection and lived experience to foster an environment of trust, safety, empowerment and healing. The role works collaboratively with women affected by the criminal legal system, including those with lived experience of custody, as well as volunteers, lived experience guest speakers and program partners, to create a supportive and culturally responsive environment that promotes personal growth, self-reflection, resilience and meaningful connection. The Program Facilitator is responsible for participant engagement and assessment, volunteer and guest

speaker coordination, stakeholder relationship management, program reporting and evaluation, and ensuring the program remains responsive to participant needs and aligned with organisational objectives.

Main Duties/Responsibilities

Duties

- Promote program within the Alexander Maconochie Centre in Hume, Canberra.
- Recruit participants for the program
- Recruit and support guest speakers
- Coordinate, facilitate and continuously improve the Healing from Within Program to ensure it remains responsive to participant needs and aligned with organisational objectives.
- Undertake client assessments for readiness and suitability of participation in the program
- Referring clients to appropriate services where needed
- Develop and maintain appropriate information and referral sources and networks with both government and non-government agencies
- Facilitate inclusive, culturally safe, and gender-affirming program environments for women, transgender women, and gender-diverse participants, ensuring program delivery is responsive to individual identities, lived experiences, strengths, and support needs.

Program Development and Evaluation

- Contribute to the design, review and continuous improvement of program content and resources.
- Monitor participant outcomes and feedback to inform program enhancements.
- Assist with program evaluation and reporting against funding and organisational requirements.
- Identify emerging participant needs and recommend service improvements.

Administration

- Undertake own administrative tasks related to fulfilling your role
- Write monthly reports and other reports where necessary or requested by the supervisor
- Develop your own work plans
- Client case notes are recorded daily and kept up to date
- Manage client files in accordance with the WJN Healing from Within model
- Manage data collection and ensure that required data are collected and entered regularly into the appropriate databases and computer systems
- Adhere to all program reporting requirements

Supervision of volunteers

- Recruit and support lived experienced guest speakers to attend the Healing from Within Group Program
- Recruit & support volunteers and students to support the group work model if required.
- Recruit, onboard, support and coordinate volunteers participating in program delivery.

- Recruit and support lived experience guest speakers and facilitators.
- Provide guidance and direction to volunteers during program activities.
- Ensure volunteers operate within organisational policies and program requirements.

Collaboration (Teamwork & Supervision)

- Participate in ongoing training and professional development activities
- Attend and actively participate in WJN and external meetings as required
- Attend and actively participate in supervision with your supervisor on a regular basis

Work Health and Safety

- Have an understanding and adhere to Work Health and Safety policies and principles to ensure the health and safety of yourself and others at the workplace at all times.
- Work within the rules of the AMC Corrective Services
- Where required, conduct risk assessments on program activities to ensure the safety of staff, volunteers and women
- Report hazards immediately and contribute (where appropriate) to the development of corrective actions that may be put in place to address these hazards.
- Be aware of strategies to maintain personal health and wellbeing

Other duties

- Other duties, tasks and projects as required by your supervisor from time to time

REPORTING

Who You Report To

- Chief Executive Officer (CEO)
- Program Manager (if applicable)

Provides Coordination and Support To

- Volunteers assisting with program delivery
- Lived Experience Guest Speakers and Facilitators while participating in the Healing from Within Program
- Participants of Healing From Within

Internal Working Relationship

You will work closely with:

- The Ceo
- Other Staff members
- Volunteers

External Working Relationships

You will liaise with:

- Community organisations and service providers to support participants

- Alexander Maconochie Centre (AMC) officers
- AMC program staff

SKILLS AND EXPERIENCE

Being a woman is a genuine occupational qualification for this position under Section 31 of the Anti-Discrimination Act 1977 (NSW)

Education

- Relevant tertiary qualifications in Community Services, Social Work, Counselling, Community Development or a related field; and/or equivalent demonstrated experience.

Industry Experience

- Minimum three years' experience facilitating group programs and supporting women experiencing complex and intersecting needs.
- Demonstrated understanding of the issues and barriers faced by women affected by the criminal legal system.
- Women with lived experience of the criminal legal system are strongly encouraged to apply. The Women's Justice Network recognises the value that lived experience brings to service delivery and program development.

Selection Criteria

- Knowledge of the impact of homelessness, mental health disorders, domestic violence, sexual assault, and existing legal barriers to socially and economically disadvantaged women
- Experience with supporting guest speakers/volunteers as an integral part of a service delivery model.
- Demonstrate an understanding of the issues and challenges that women affected by the criminal legal system face.
- Demonstrated ability to work sensitively and effectively with women experiencing complex and intersecting needs.
- Demonstrated experience facilitating therapeutic, educational or support-based group programs for women.
- Demonstrated experience with time management, prioritisation, including maintaining client records and submitting reports
- Experience working with and engaging First Nations women
- Demonstrated awareness of the issues faced by Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse women
- Excellent verbal and written communication skills, interpersonal skills and ability to build rapport quickly

Other Requirements

- Demonstrated understanding of and commitment to Work Health and Safety (WHS) principles, including the ability to apply risk assessment and risk management strategies within correctional and community-based environments.
- Understanding of, or capacity to develop knowledge of, the criminal legal system and the unique needs of women affected by incarceration.
- Commitment to the principles of workplace diversity, inclusion, Equal Employment Opportunity (EEO), and culturally safe practice.
- Current Working with Vulnerable People (WWVP) registration (ACT).
- Current National Criminal History Check.
- Current Driver Licence.
- Current First Aid Certificate (or willingness to obtain).
- Ability to obtain and maintain security clearance and approval to enter the Alexander Maconochie Centre.
- Proficient computer skills, including experience using Google Workspace, Microsoft Office, and client management or program databases.
- Demonstrated ability to maintain accurate records, participant documentation, data collection, and reporting requirements using electronic information management systems.

TRAINING

Provided by Women's Justice Network

- Orientation training in regards to the policies, procedures and practices specific to this role
- Work Health & Safety Training
- Cultural awareness training
- Ongoing staff development opportunities externally with other training providers

Provided by the Alexander Maconochie Centre

- Security Awareness Training