



CO-ORDINATOR – Men’s Domestic Violence Education and Intervention Program

POSITION TITLE:	Program Co-ordinator
LOCATION:	The position is located at Southport and provides coverage across the Gold Coast and Beenleigh service areas.
REPORTING:	This Position has a direct report to the Director DVPC.
SUPERVISION RESPONSIBILITY:	This position supervises the Program Facilitators and has oversight of the Women’s Advocate – Men’s Program.
FUNDING:	The funding for this position is provided by the Department of Communities, Child Safety and Disability Services.
HOURS OF WORK:	5 days per week (36.25 Hours per week) with an on-call component
AWARD	SCHADS Level 7. The band is determined by employee’s experience.
IDENTIFIED POSITION:	Under section 25 of the Anti-Discrimination Act 1991, there is a genuine genuine occupational requirement for the incumbent to be female.

SALARY & CONDITIONS:

The Salary is based on the current award framework and is driven by the most recent Fair Work Australia legislation, with generous leave and salary sacrifice conditions.

The position is 36.25 hours per week as per operational requirements. This position has an on-call component. Appropriate remuneration for on-call is provided.

As a non-profit organisation, we can offer salary sacrificing and entertainment allowance fringe benefits. Participation in this is voluntary.

SUPERVISION

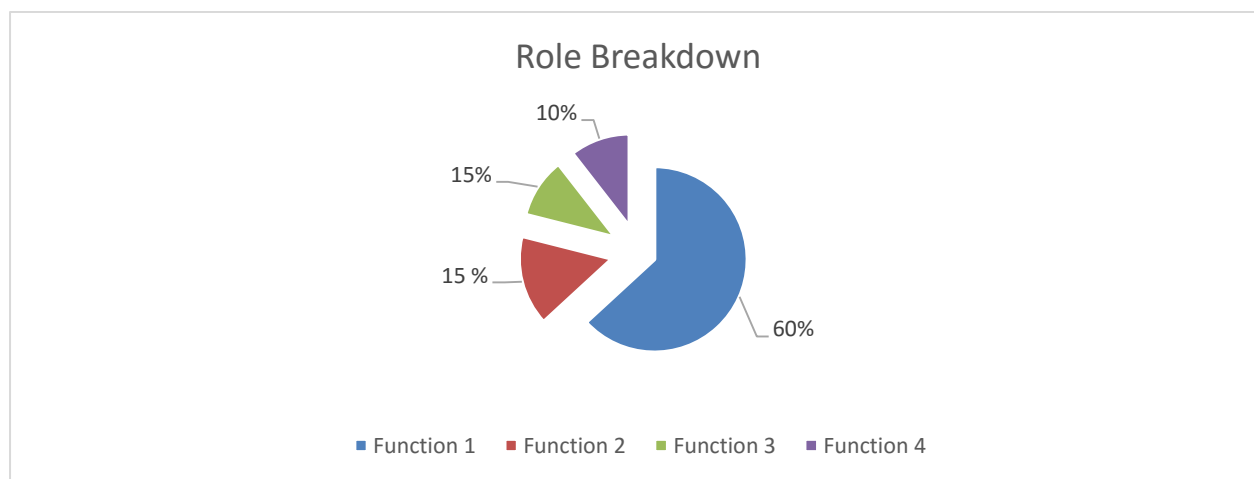
The position is required to participate in the Staff Supervision and Professional Development Program which includes internal line supervision and on occasion external individual supervision and externally facilitated group supervision.

PURPOSE OF THE ROLE:

The role will manage all aspects of the delivery of the Men’s Domestic Violence Education and Intervention Program including the assessment and intake of program participants, management and support of the program facilitators, collaboration with internal stakeholders, liaison with key external stakeholders and data collection for reporting purposes.

The Program will be delivered in accordance with the Service Agreement, the DFV Investment Specifications relating to Domestic Violence Perpetrator Programs (T328), Professional Practice Principles and Professional Practice Standards for working with men who perpetrate domestic and family violence and the internal processes of DVPC.

KEY ELEMENTS OF THE POSITION



Function 1. MANAGEMENT AND OVERSIGHT OF THE MEN'S DOMESTIC VIOLENCE EDUCATION AND INTERVENTION PROGRAM-:

- Assess and determine the suitability of offender to participate in the Program
- Provide reports and information about offender's non-compliance and make recommendations for action
- Remain up to date with Corrective Services security protocols and processes.
- Co-facilitate programs as required.
- Review participant's attendance and ensure accurate records are maintained
- Maintain a waitlist of offenders referred to the MDVEIP and prioritise participants for program intake
- Liaise with the Women's Advocates (WA) and ensure relevant information is made available to facilitators
- Oversee referrals for VIO's
- Maintain Observer Roster and ensure appropriate authorisations for observers

Function 2- SUPPORT AND SUPERVISION

- Provide feedback and direction to Facilitator team
- Oversee the Facilitator roster to ensure coverage of all program sessions on the Gold Coast and at Logan.
- Organise regular individual, pair and group supervision for facilitators.
- Provide monthly Line Supervision for the WAs.
- Support facilitator compliance with Organisational guidelines and policies

- Maintain professional communication across the team regarding high risk, service delivery and client needs and trends.

Function 3 - STAKEHOLDER ENGAGEMENT AND PARTNERSHIP DEVELOPMENT

- Liaise and consult with Probation and Parole Assessment Officers and participate in Assessments as required
- Ensure the MOUs between key stakeholders are current and operationalised
- Participate in the Domestic Violence Integrated Response (DVIR) meetings
- Participate in network meetings and teleconferences relevant to the role.
- Chair and minute monthly meetings with Probation and Parole Supervisors and Senior Case Managers (at the Gold Coast and Logan)
- Provide ongoing information sessions and specialist Professional Training to Probation and Parole and other key stakeholder agencies
- Identify opportunities for further partnerships
- Establish and maintain positive working relationships across a range of community agencies
- Represent the Organisation at relevant community activities and events
- Participate in the development of activities for Domestic & Family Violence Prevention Month, IWD and the 16 Days of Activism and other activities in the community and related events

Function 4 - ORGANISATIONAL ACCOUNTABILITY, DEVELOPMENT and SUPPORT

- Provide a monthly report to the Director
- Maintain clear, concise, accurate client case notes and records.
- Liaise, consult, and assist with any research projects undertaken which involve the MDVEIP.
- Collect performance data and prepare monthly reports including performance against service agreement deliverables and budget allocations
- Participate in the identification of trends to inform appropriate service development both formally and informally.
- Assist in the preparation of OASIS reports to the funding body
- Contribute to the achievement of the Organisations strategic goals

KEY SELECTION CRITERIA

- KSC 1 Demonstrated experience in working with high risk offenders and experience in risk assessment and management practices
- KSC 2 Demonstrated significant experience facilitating behaviour change groups with mandated male offenders and a sound understanding of the Duluth Curriculum – Creating a Process of Change for Men Who Batter.
- KSC 3 Knowledge of the complex issues affecting women who have experienced domestic and family violence
- KSC 4 Experience and demonstrated ability to support and supervise staff and identify and provide training and development activities.
- KSC 5 Demonstrated professional verbal and written skills including the ability to consult and liaise, with government departments and community organisations, present at conferences, and deliver workshops and professional development training.
- KSC 6 Strong record keeping and administrative skills including a demonstrated to prepare reports for systems agencies
- KSC 7 Demonstrated ability to develop and maintain strong networks and partnerships within the broader service sector.
- KSC 8 Demonstrated knowledge or the ability to acquire an understanding of system protocols, procedures and legislation associated with Probation and Parole (Corrective Services), Queensland Police Service, Child Safety and the Courts.
- KSC 9 Demonstrated working knowledge of legislation specific to domestic violence, including Domestic and Family Violence Act 2012, Family Law Provisions, Immigration Act, Criminal Code, and Bail Act.
- KSC 10 Demonstrated capacity to work both independently and as part of a team.
- KSC 11 A philosophical commitment to working within a feminist framework as part of a team.

MANDATORY EDUCATIONAL REQUIREMENTS

- Tertiary qualifications (a degree) in behavioural or social sciences,
- Certificate IV in Training & Assessment (TAA40104) or Certificate IV in Assessment and Workplace Training (BSZ40198), or equivalent, or willingness to acquire such qualifications.

ADDITIONAL MANDATORY REQUIREMENTS:

- Positive Notice – Blue Card or the capacity to acquire
- Current Driver's Licence
- Applicants must be eligible to legally work in Australia and proof of eligibility may be required.