

POSITION DESCRIPTION

Position Number:	1067
Position Title:	Coordinator & Group Facilitator – Healing Our Children Aboriginal & Torres Strait Islander Identified Position (Female)
Position Type:	Part-Time
Position Level:	SCHADS 6.1
Location:	Darwin, Northern Territory
Direct Reports:	2
Responsible To:	Manager Community Wellbeing Team

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 that aims to reduce and prevent the cycle of trauma affecting children's development as a result of early exposure to domestic and family violence.

The role 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.

The role is part of Community Wellbeing Team and also entails collaborating with project teams to improve services, address community needs, and enhance efficiency. You will be involved in working with individuals and groups through case work and group work, project planning and execution, including data collection.

In the performance of this role, you are required to comply with the Safeguarding Children and Young People Practice and Behaviour Guidelines and participate in cultural safety and "cultural fitness".

Key Duties and Responsibilities

- Lead the coordination, development, administration and service delivery of the HOC project and work within the agreed budget.
- 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.
- Participate in recruitment of suitable local Aboriginal people for employment or volunteer involvement in the project.
- Provide a high quality of clinical services to individuals, couples, families, and children as needed by the programs, including case work and group facilitation.
- Work both independently and as part of a team to achieve direct outcomes.
- Prepare reports as specified by and comply with all requirements of the funding body. .
- 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.
- Adhere to RA-NT policy and direction in all areas of professional conduct and services delivered.
- Any other duties requested at the discretion of the Line Manager.

Qualifications and Experience

Essential

- Demonstrated experience working in the field of domestic and family violence.
- Demonstrated knowledge of the issues affecting women and children in Aboriginal communities.
- Demonstrated experience in group facilitation.
- Demonstrated knowledge and understanding of the long-term impacts of trauma including violence, abuse and neglect on children and family functioning.
- 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.
- Capacity to work flexibly, independently and cooperatively in a dynamic workplace environment.
- 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.

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>January 2024</i>
<i>Review due by:</i>	<i>Human Resources</i>	<i>January 2026</i>
<i>Approved by:</i>	<i>Chief Executive Officer</i>	<i>February 2021</i>

