

Position Description



Title:	Team Leader, Men's Behaviour Change Program
Business unit:	Child, Youth & Family Services
Location:	136 Maude Street, Shepparton VIC 3630
Employment type:	Full-time Ongoing
Reports to:	Programs Manager – Child, Youth & Family Services

1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support refugees and asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice.

Our values: We are imaginative, respectful, compassionate and bold.

2. Position purpose

The Team Leader Men's Behaviour Change Program will lead and support staff who deliver the Men's Behaviour Change groups (voluntary and mandatory). This position will be responsible for service delivery, operational management and reporting. The MBCP operates within a best-practice framework where policies and procedures must comply with Men's Behaviour Change Standards.

3. Scope

People:

The supervision and support of staff across the Men's Behaviour Change Program in conjunction with the Programs Manager – Child, Youth & Family Services.

4. Relationships

Internal:

- Child, Youth & Families programs
- Heidelberg Family Violence Intervention Program
- ReGen AOD services
- Uniting Staff

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External

- Court Services Victoria
- Shepparton Specialist Family Violence Court
- The Orange Door (NEMA)
- Victoria Police
- Department of Health and Human Services
- Corrections Victoria

5. Key responsibility areas

Service delivery:

- Lead the implementation and ongoing development of the program to support families affected by family violence including partners, former partners and children.
- Ensure the ongoing delivery of an effective triage system which includes intake, assessment, counselling, safety contact group programs and support services for clients attending the program.
- Provide support and backup for Programs Manager – Child, Youth & Family Services as required.
- Provide support and backup in direct service delivery as required.
- Develop system and practice opportunities for staff in the areas of advocacy, information and referral on behalf of service users and their families.
- Maintain an awareness of, and professional relationships with, the local resources and community-based agencies to facilitate appropriate referrals on behalf of program staff.
- Foster and develop relationships and participate in a range of relevant stakeholder and network meetings to achieve effective outcomes for partners, former partners and children who have experienced violence.
- Develop relationships with other services and contribute to measuring service effectiveness across programs which work with men who use violence against women.
- Contribute to the development and writing of procedures for the Men's Behaviour Change Program.
- Ensure client services are delivered with sensitivity and respect for diversity in clients.
- Participate in organisation-wide working group(s) and special projects as requested.

Finance management:

- Ensure all program and service reporting requirements are completed within deadlines in consultation with the Programs Manager.
- Comply with the Uniting financial delegations policy.
- Advise the Programs Manager of any risk in meeting financial obligations.
- Manage brokerage expenditure within agreed budget and protocol.
- Contribute to supporting annual program budgets for consideration with the Programs Manager.

Quality and risk:

- Ensure targets are met and reporting complies with funding body expectations.
- Ensure effective risk management including Work Health & Safety.
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- Ensure Men's Behaviour Change Standards are met and maintained.
- Ensure service delivery is high quality and accreditation standards are monitored and met.
- Provide regular practice and operational supervision to the Senior Practitioner and supervision and support of other program staff as required.
- Monitor high risk presentations, in consultation with the Senior Practitioner, and respond directly as required.
- Proactively respond to incident reports in line with Uniting and DHHS specifications.

People management:

- Establish, lead, coach and inspire an engaged and productive team.
- Lead the team in leading practices and effective process governance.
- Provide support, guidance, coaching, leadership and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships.
- Promote and maintain a positive, respectful and enthusiastic work environment.
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

Personal accountability:

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

6. Performance indicators

- Proactively track targets and service delivery outcomes.
- Incident reports are proactively responded to in line with Uniting specifications.
- Compliance with appropriate service standards.
- Ensure data reporting is submitted in a timely manner.

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- Program Manual review annually.
 - Contribute towards the development of the program in line with Family Safety Victoria standards.
 - Contribute towards practice framework across the team.
 - Provide support and supervision to delegated staff including performance management where required.
 - Contribute towards service integration across the program and wider Uniting organisation.
 - Ensure WH&S issues are reported to and monitored by the Programs Manager.
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7. Person specification

Qualifications:

- Relevant Bachelor degree in Social Work or related discipline.
- Post-Graduate qualifications in Men's Behaviour Change or Family Violence, or the ability to work towards them would be highly desirable.

Experience:

- Minimum of three years' demonstrated leadership experience.
- Demonstrated practice and operational supervisory experience.
- Demonstrated ability to undertake risk assessment and management.

Skills:

- Highly developed people management skills, including conflict resolution, team building, coaching and providing direction to staff.
- Proven understanding of the family violence sector including understanding of the impacts of family violence on women and children.
- Demonstrated understanding of the family violence service system and policy framework and how it impacts on service delivery.
- Ability to work calmly and consistently under pressure with a capacity to respond to crisis.
- Well-developed administration skills including strong computer literacy.
- Demonstrated target and financial monitoring skills.
- Demonstrated understanding of working with people from CALD backgrounds.

Core selection criteria:

- Values alignment: the ability to demonstrate and authentically promote Uniting's values.
 - Strong understanding of the feminist framework and how it shapes working with men who use violence.
 - High level emotional intelligence and the ability to inspire and motivate others in times of rapid change.
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8. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and / or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and / or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

9. Acknowledgement

I have read, understood and accepted the above position description

Position description

Team Leader, Men’s Behaviour Change Program



	Employee	Manager
Name:		
Signature:		
Date:		