

Position Description

Title	Team Leader Men's Behaviour Change
Business Unit	Family Violence Intervention Program, Children Youth and Families
Location	Level 1, Suite 116, 40 Burgundy Street, Heidelberg
Employment type	Full Time/Part Time, Maximum Term (until 30 June 2022)
Reports to	Senior Manager, Family Violence

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 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 work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, 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

1. Position purpose

- The Team Leader Men's Behaviour Change, Family Violence Intervention Program (FVIP) 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 FVIP operates within a evidenced based practice framework where policies and procedures must comply with Men's Behaviour Change Standards

2. Scope

Budget: nil

People:

- Senior Practitioner Court Intake and Assessment
- 10 Mens Practitioners

3. Relationships

Internal

- Family Safety Contact

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- Integrated Family Violence
- Shepparton MBCP
- Integrated Family Services

External

- Court Services Victoria
- Department of Justice and Community Safety (Correctional Services)
- Department Families Fairness and Housing – Child Protection
- Family Safety Victoria
- Heidelberg Magistrates' Court
- Orange Door
- No to Violence

4. Key responsibility areas

Service delivery

- 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 Team Leader Family Safety Contact Program 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.

Administration

- Ensure data and monitoring is maintained to a high standard
- Ensure reports are completed in a timely manner
- Ensure case notes and client files are maintained to a high-quality standard
- Manage client brokerage expenditure within agreed budget and ensure acquittals are maintained against expenditure
- Ensure Information sharing procedures are maintained against organisational policies and procedures

Quality and risk

- Ensure service delivery is high quality and accreditation standards are monitored and met.
- Ensure client file audits are completed monthly
- Ensure all program and service reporting requirements are completed within deadlines in consultation with Programs Manager.
- 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 DFFH specifications.

People and teams

- Establish, lead, coach and inspire an engaged and productive team

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- 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.

Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

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.

5. 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.
- 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 Senior Manager

6. Person specification

Qualifications

- Relevant Bachelor degree in social work or related discipline.

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- Post Graduate qualifications in Men's Behavior Change or Family Violence, or the ability to work towards them, would be highly desirable.

Experience

- Extensive demonstrated leadership experience
- Demonstrated practice and operational supervisory experience
- Demonstrated ability to undertake risk assessment and risk management

Core selection criteria

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

7. 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 relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State 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.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: