Our Vision
Wellbeing, safety and respect for all children and families

Our Mission
To deliver quality services with positive outcomes for the communities we serve.

Our Values
We believe in respect. We have empathy and compassion for the communities we serve and we work to empower people.

We embrace collaboration. We celebrate inclusiveness and we work together to make a difference, creating strong partnerships with our stakeholders.

We are leaders in innovation. We have the courage to try new things, to be creative and go above and beyond for the individuals and communities we serve.

We have integrity. We believe in doing what's right, acting ethically and with honesty.

Position Overview
The Men’s Behaviour Change Facilitator is responsible for the preparation and facilitation of open and closed Men’s Behaviour Change group sessions in accordance with the NTV Minimum Standards and the relevant curriculum, including critical session debriefing. The MBC Facilitator will work collaboratively with the Men’s Case Management Practitioners and Family Safety Advocates by sharing information and/or safety concerns or risks identified at group to support the safety of impacted family members.

Qualifications: Relevant Tertiary undergraduate degree (in social work, psychology, counselling or a related subject) Graduate diploma or graduate certificate qualification in Men’s Family Violence

Experience: Principle Facilitation- will have 100 hours of experience facilitating Men’s behaviour change programs A facilitator will have completed the Victoria Risk Assessment and Risk Management Framework Training observing a minimum of ten group sessions. Both will hold demonstrated and proven experience in Family Violence intervention with a key focus on group facilitation. 1-2 years experience in family violence facilitation is desirable for this role.

Reports to: Team Leader Family Violence

Classification: SW5.1- SW5.3 Dependent upon qualifications and experience

Other Requirements: A valid (Employee) Victorian WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.
## Organisational Overview

With a history dating back to 1865, Child & Family Services Ballarat Inc. (Cafs) is a not-for-profit incorporated organisation that has no religious affiliations. We are owned and governed by the community, for the benefit of the community. We are guided by our organisational values of respect, collaboration, innovation and integrity. Our inclusive and accessible programs support children, young people, individuals and families who are in need of assistance.

## Accountabilities (Specific Responsibilities)

### Service Delivery
- Co-facilitate the Men’s Behaviour Change Programs (MBCP)
- Participate and actively contribute to program planning, development and evaluation
- Monitor, maintain and capture participants attendance records, and administer the stipulated non-attendance and non-compliance processes in collaboration with the Men’s Behaviour Case Management Practitioner
- Identify and share with the Family Safety Practitioners and/or Men’s Behaviour Case Management Practitioners any safety concerns or risks that arise through the MVC group sessions
- Positively contribute to a values based culture
- Actively participate in team meetings, supervision, peer briefing, reflective practice and clinical supervision demonstrating a commitment to continuous improvement
- Participate and actively seek professional development opportunities undertaking a minimum of four professional development activities annually both internally and within industry
- Maintain current knowledge of family violence related legislation, regulations, theories and frameworks
- Willingness to work flexibly including on weekends to support and run group facilitation

### Networking, Promotion and Community Development
- Develop a strong and supportive mutual relationships across Cafs and with other key stakeholders.
- Represent Cafs at appropriate forums and activities as and when required.
- Promote Cafs programs to the wider community, in line with Cafs marketing, organisational and regional strategies.
- Liaise with other community agencies to develop and maintain appropriate working relationships and alliances.
- Promote advocacy relevant to program/team areas and Cafs generally.

### Teamwork
- Establish and maintain strong professional working relationships with the Cafs leadership team and Cafs people.
- Determine if and how you can change/adapt your behaviour to strengthen your team.
- Do not avoid, eliminate, or cover up mistakes and errors. Recognise them, call them, learn, correct, and improve each time.
- Develop and maintain positive relationships by contributing intention, information, energy, access and/or resources.
- Take responsibility for the space you share with others.
- Contribute towards successful communication across the organisation.
- Operate within required legislation, ISO and Cafs standards.

### Organisation
- Act and encourage others to act, in a way that is aligned with Cafs vision, mission, values and guiding principles. You will work with respect, embrace collaboration, lead and foster innovation and act with integrity.
- Ensure teams and individuals demonstrate total commitment to Child Safety and child safety matters.
- Ensure team and individual adherence and commitment to the Cafs Code of Conduct and Cafs Child Safety Code of Conduct.

**Individual**

- Undertake work and duties under limited direction.
- Understand and commit to the purpose and objectives of the program/team.
- Work to timeframes and within relevant delegations of authority.
- Take responsibility for everything you do and say.
- Actively engage in reflective practice and a culture of continuous learning and development.
- Participate in operational supervision with your responsible manager and actively lead your own professional development in line with the organisational objectives and those set with your manager.

**Leadership**

- Lead by example at all times.
- Develop and engender processes that promote professionalism and enthusiasm in individuals and teams.
- Build and maintain trusted partnerships and relationships across Cafs.
- Build and maintain cohesive teams within allocated programs and across all other programs, teams and departments within Cafs as required.

**Health and Safety**

- Display responsibility for self, team and environment.
- Demonstrate positive approach to own safety and safety of others.
- Ensure self and team adherence to Health, Safety and Environment practices, procedures, instructions and rules at all times holding teams/Cafs people accountable where these are not followed.
- Ensure self and team compliance with all EO and legislative requirements through Cafs relevant policies and procedures holding teams/Cafs people accountable where policies and procedures are not followed.
- Identify and report hazards, risks and incidents in a timely manner; identify patterns in reporting and assist with investigations for serious and repetitive matters.

**Quality and Continual Improvement**

- Participate in change management and Quality and Continual Improvement processes, ensuring the development and implementation of documentation supports synergy in and across programs areas to meet legislation, standards, funding requirements and Cafs values to improve outcomes for Cafs people, client and service users.
- Align continuous quality improvement and compliance frameworks to the preparation, communication, and execution of operating objectives, plans and programs.
- Ensure Cafs Risk Management policies and procedures are managed within the workplace and community.
- Provide an environment that encourages the identification of opportunities for improvement in Quality and Continual Improvement.
- Adhere to Cafs policies and procedures at all times; reporting where policies and procedures are not followed.

**Working Conditions**

**Physical**

This position is based at our Head Office in Ballarat.
The role may be located in multi-storey buildings, single storey building or building not under Cafs control. The incumbent may be required to travel in company vehicles and public transport around the Central Highlands region and possibly Victoria to attend meetings, forums, professional development etc.

**Psychosocial**  
Cafs program areas deal with clients with traumatic backgrounds, including abuse, family violence etc. The incumbent needs to be resilient and able to recognise and administer self-care and be aware of and recognise when these are impacting on Cafs people.

**Environmental**  
This position will predominantly office based, however, the successful candidate may be required to attend training, staff forums or other events not office based and across any Cafs locations or other sites from time to time.

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**Mandatory Requirements**

Work within the ethos of Cafs as expressed in its Vision, Code of Conduct and Values and in accordance with legislative requirements, organisational policy/procedures and relevant standards of professional practice. Mandatory requirements before employment and to be maintained during employment are:

- Completion of relevant/required qualifications with originals sighted by authorised officers of Cafs
- An employment status Victorian Working with Children Check.
- A National Police check (with no relevant disclosable outcomes).
- A signed International Police Declaration.
- An International Police Check if required (with no relevant disclosable outcomes).
- A signed Cafs Code of Conduct.

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**Acknowledgement**

Please sign and date to acknowledge that you have read, understood and accept the contents of this Position Description.

Employee Name: _________________________

Employee Signature: _________________________

Date: _________________________

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