

Program Coordinator

Safer & Accountable Men



Who we are

Micah Projects is a community based, not-for-profit organisation with a vision to create justice and respond to injustice at the personal, social, and structural levels in church, government, business, and society.

Micah Projects subscribes to the principle of non-discrimination that seeks to guarantee that human rights are exercised without discrimination of any kind based on race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth, or other status such as disability, age, marital and family status, sexual orientation and gender identity, health status, place of residence, economic and social situation.

We believe that every adult and child has the right to a home, an income, healthcare, education, safety, dignity, and connection with their community of choice.

Work Health and Safety

Everyone has a right to feel safe at work, and Micah Projects is committed to minimising the risk to any staff member, student, volunteer, contractor, consultant, and Board Member within the organisation. We work collectively to comply with the *Work Health and Safety Act 2011*.

What we do

Micah Projects works to break down barriers that exclude people from housing, healthcare, employment, and meaningful connections, and to give people a voice.

We support individuals and families including children to resolve crisis, break social isolation, have a home, access health and community services, and build a community.

We provide a range of support and advocacy services to individuals and families according to their needs. We ensure the immediate needs of participants are met in a supportive, informed, safe, and respectful manner.

Equal Opportunity

Micah Projects is an equal opportunity employer and promotes access to employment to individuals from a diverse range of social and cultural groups. We acknowledge the First Peoples of Australia as the traditional owners of this land and support their right to self-determination and cultural expression. We recognise that Brisbane is a diverse community and acknowledge the needs of individuals, families and communities relating to age, gender, disability, sexuality, and economic status.

Working together

It is important to Micah Projects that people feel welcome, have choices, and do not experience discrimination when working with Micah Projects.

It is our aim to work with participants, each other, and our partners to respectfully share knowledge, ideas, resources, and skills in order to improve the service for the people we support, and the people who work as part of Micah Projects.

Child Safe and Vulnerable Adult Safeguarding

Children and young people are entitled to live in a caring and nurturing environment and to be protected from harm and exploitation. Micah Projects is a child-safe and child-friendly organisation that prioritises the safety and wellbeing of children and young people. We actively provide guidance for management, staff, and others in identifying and responding to concerns about the abuse or neglect of a child or young person in contact with the organisation.

We extend these principles to create safe services for all participants we work with.

Micah Projects commitment to vulnerable and marginalised populations

Micah Projects Vision and Mission articulate our commitment to actively engaged with people who are marginalised, vulnerable and in many situations present with challenging behaviour.

Working in Micah Projects you are expected to proactively support this vision and mission whilst balancing the needs of staff to work in a supportive and safe environment.

To do this we actively work together to ensure that staff have the skills and knowledge to understand that many people who access our services do not have the ability to always regulate their emotions. This often occurs when they are frustrated, do not understand what options they have, and are impacted on by substance use or alcohol. The consequences result in staff being exposed to in appropriate and challenging situations which we are committed to providing training and support to problem solve and ensure services can be maintained.

Micah Projects actively wants to adapt a shared responsibility approach for creating a resilient culture whilst providing services to our most vulnerable participants. This requires self-awareness and a proactive approach within our organisational systems. We support staff in understanding the approach and context in which we work. We encourage staff to communicate their needs within this environment and a willingness to engage in problem solving strategies whilst providing support to participants.

Micah Projects provides outreach service in the community, centre-based services and services via phone. Our goal is to always disarm people with courtesy, respect and clear communication recognising that we may not always get it right and will learn from our participants when necessary. We recognise that many participants of Micah Projects have long histories of trauma from childhood and as adults. Whilst this is not an excuse for behaviours that are threatening to others, it is also an opportunity for participants to learn alternative ways of meeting their needs. This is how we implement a trauma informed and sensitive approach to our work.

We are committed to providing a culture of wellbeing and safety for our staff. Employees can access support and guidance internally and externally, as outlined in our Wellbeing Guide.

Position Overview

Position Title

Program Coordinator

Team

Safer & Accountable Men Program

Reports to

DFV Cluster Lead

Line Manages

Program Facilitators

Classification/Award

Level 6 SCHADS

Talkin

DFV Cluster Lead

Based at

Zillmere

Backup when absent?

Brisbane Domestic Violence Service

Brisbane Domestic Violence Service

BDVS is the specialist domestic violence service for the Brisbane metropolitan region. BDVS is funded by the Department of Justice and Attorney General to provide free and confidential services to adults and children who have been impacted by domestic and family violence. BDVS has a focus on achieving safety and stability for the individuals and families that we support.

Working from contemporary evidence based best practice models, BDVS provides an array of services including crisis and case management, outreach, groups, safety planning, court support, information and referral, programs for men who perpetrate DFV, and psycho-social education on the dynamics of domestic and family violence.

The Safer and Accountable Men (SAM) Program is a 16-week, open-ended mandated program, based on the Duluth Framework. It is offered to male offenders under the supervision of statutory authorities who have perpetrated violence against their intimate partners. The SAM day program is a voluntarily participated program for participants identified by DJAG Court Link Program (Court Link Program), and Queensland Police Service Brisbane Northside vulnerable persons unit (VPU), as men using violence. It supports men to access information, advice and education around domestic and family violence and equal relationships using Duluth's 'Equality Wheel'. Men's court work provides information and referral to men, including their responsibilities as a respondent on a Domestic Violence Order and legal ramifications in breaching domestic and family violence orders or continuing to use violence within their relationships. The Men's Program has a core belief that victims of domestic violence have a right to safety, and that perpetrators of violence must be held to account for their behaviour and provided the opportunity for change.

Position Description

As the Safer & Accountable Men Program Coordinator, you will...

work as part of the BDVS team to delivery of the Safer & Accountable Men Program. You will be responsible for referral assessment, supervision, and support of the program facilitators, responding to non-compliance, collaboration with internal and external stakeholders, record keeping and data collection for reporting purposes.

Stakeholder Engagement

This position as part of a team engages with the following organisations:

- Queensland Corrective Services
- Child Safety
- Department of Justice and Attorney General: CourtLink and Qld Drug and Alcohol Court
- Queensland Police Service: Vulnerable Persons Unit
- SPEAQ network

Collaboration within the Cluster and across Micah Projects Clusters and initiatives may include:

- Inclusive Health Partnerships
- Homelessness to Home
- Supported Housing
- Women, Children and Families

Key Responsibilities

Leadership and Management

- Work in a Shared Leadership environment as outlined in Micah Projects Shared Leadership Charter
- Create an effective and supportive team environment ensuring a shared understanding of the vision, mission, values, and principles.
- Promote a culture of respect, safety, and trauma informed approaches.
- Support wellbeing and resilience of the team whilst managing workloads and problem solving to maintain services to vulnerable people.
- Ensure effective communication and teamwork occurs within a multidisciplinary team environment and efficient management of sensitive information and compliance with the privacy act.
- Ensure management processes are implemented and maintained such as workload management in a high demand environment, positive and respectful relationships, and commitment to proactive engagement with participants.
- Commitment and contribution to a safe workplace as per the Work Health and Safety Act 2011, including compliance.
- Assist Leadership to undertake administrative, practice and quality requirements in Micah Projects systems.
- Perform other relevant duties as assigned.

Service Delivery

- Work within and actively promote an Integrated Service Response for victims, the role requires establishing and maintaining positive relationships, including delivering training and education requests.
- Assess and process referrals into the group programs, including developing Offender Profiles
- Manage a program waitlist, including ongoing assessment of risk.
- Maintain attendance lists and develop session plans to assist program facilitators to conduct group sessions.
- Provide program development, continuous improvement, documentation of processes for the Safer & Accountable Men Program and Men's Court Support role.
- Provide professional supervision of program facilitators, including observation requirements in accordance with the DFV Practice Standards.
- Ensure partner agencies receive accurate and thorough completion of all relevant and required documentation and feedback summaries for groups facilitated and feedback summaries for groups facilitated.
- Assess (including ongoing assessment) of dynamic risk factors and the participants' program suitability, including responding to non-compliance in collaboration with the Women's Advocate and referring partner agencies.
- Complete written Exit Reports and Engagement Letters upon request for participants in consultation with the Women's Advocate, taking into consideration risk and safety to the aggrieved and children.

Collaborative practice

- Work as a collaborative member of the multidisciplinary team, demonstrating a high level of teamwork, support, engagement, and communication reflecting the values of the organisation.
- Work as an inclusive member of the team, providing appropriate mentoring and guidance as required.

Professional practice

- Participate in all supervision and professional development as requested and to provide input into individual professional development plans.
- Provide high level professionalism, sensitivity, and responsiveness to the needs of internal and external people/partners.
- Accountable and responsible for making sure that organizational data and records are accurate, complete, and consistent, and used in accordance with policies and procedures and agreed upon evaluation processes.

Essential Attendance

- Organisational Coordination Team meetings (if required), Leadership Forums, Service Area Cluster meetings, Board/Finance, Audit and Risk Management (FARM), etc. when/if required, shared responsibility for networking events and community engagement and education requests.

Flexible Hours

- Flexibility in relation to working hours is required to meet the requirements of leadership roles. Any work completed outside of standard hours should be managed within flexible work hours in the span of a fortnight, without the accrual of TOIL.

- Working outside of standard hours will be by negotiation for management of after-hours and for stakeholder engagement.

Holiday Periods

- Micah Projects is a 365 day a year organisation, which may require members of leadership to be available to work over holiday periods such as Christmas, Easter, and/or other significant cultural periods.

Criteria and Conditions

Criminal History Screening	<input checked="" type="checkbox"/> National Police Certificate	<input type="checkbox"/> Blue Card
	<input type="checkbox"/> Yellow Card	<input type="checkbox"/> APHRA Registration
Driver's License	<input checked="" type="checkbox"/> Essential	<input type="checkbox"/> Desirable
Travel	<input type="checkbox"/> Essential	<input checked="" type="checkbox"/> Desirable
Assets Provided	<input checked="" type="checkbox"/> Work Computer	<input checked="" type="checkbox"/> Work Phone
	<input checked="" type="checkbox"/> Pool Vehicle	<input checked="" type="checkbox"/> Packaged Vehicle

Essential

- Experience of working in related Domestic, Family or Sexual Violence sector or field; or tertiary qualification in relevant discipline psychology, community services, social work, criminology, human services, or related field.
- A working knowledge of the Duluth Curriculum and the dynamics of domestic violence, particularly relating to the strategies and behaviour of domestic violence perpetrators, and the behaviour change process.
- Demonstrated nuanced and intersectional understanding of the drivers, dynamics, and impacts of domestic and family violence and the dynamics of gender, power and control.
- Demonstrated recognition demonstrated recognition of the significance of patterns of perpetrator behaviour beyond individual incidents of violence and are able to meaningfully assess these patterns to develop appropriate responses for the victim and appropriate interventions for the perpetrator
- Demonstrated recognition of the complex ways in which children are harmed through experiencing violence, and the tactics of control and abuse of power that they experience
- Demonstrated ability to work with both government and non-government agencies in a case coordination model. Knowledge of or ability to rapidly acquire technical understanding of relevant legislation and regulations specifically; The Domestic and Family Violence Protection Act 2012 including Section 5a Information Sharing, the Child Protection Act 1999 and an understanding of the Family Law Act 1975.
- Demonstrated knowledge of culturally sensitive practice when working with Aboriginal and Torres Strait Islander peoples, and people from a culturally and linguistically diverse background
- Demonstrated knowledge and experience working within a shared leadership and management framework whilst leading a supportive and effective team to deliver quality outcomes and services.

- Demonstrated communication, written and verbal skills, to foster collaboration, teamwork and confidence in the quality and impact of the service.
- Evidence of effectiveness of communication style, written and verbal skills, and IT competencies (including Microsoft Office and other IT systems)
- A positive attitude, and the ability to work flexibly, adaptively, and proactively in a team environment with direction and autonomously within program guidelines with a commitment to the values and principles of Micah Projects to meet community needs.

Desirable

- Observation and facilitation of perpetrator intervention group work.
- Completed specialist evidence-based group perpetrator intervention training of at least 25 hours duration.

General Conditions

- All employees are to practice the values of Micah Projects as outlined in the Code of Conduct.
- Appointment to this position will be subject to a criminal history check as outlined in the organisational Criminal History Screening Policy. All employees are required to cover the cost of this.
- All employees are to have valid working rights in Australia.
- All employees must utilise Micah Projects systems to facilitate the quality of the organisation’s work and services. This includes, but is not limited to, Microsoft Office suite, Quality, Human Resource, Finance, Data, and Case Management Systems.
- Employment in this position is subject to continued funding.
- Employment may involve work or training outside of normal business hours.
- All employees will comply with Workplace Health and Safety legislation as outlined in organisational policy and procedures.
- All employees are required to engage in support and coaching through the organisational performance development system.

Acknowledgement

I have read this Position Description and understand the requirements and responsibilities of this position as part of my employment with Micah Projects

Employees Name _____

Signed _____

Date _____

Document History	Version Number	02
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