

Community Transitions
JOB AND PERSON SPECIFICATIONS



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| Title of Position | Program Facilitator | Position Number | |
| Division | Services | Award | SCHCDS |
| Section | Real Support Network | Classification | Level 5 |
| Location | Acacia Prison Wooroloo, WA | | As per contract |
| Delegated \$ Authority | N/A | Probation Period | 6 months |
| Position Type | As per contract | Hours per. week | As per contract |

Job & Person Specification approved by the CEO: /...../.....

JOB SPECIFICATION

1. Summary of the broad purpose of the position in relation to organisation goals.

The Program Facilitator (PF) is responsible for co-facilitating established group-based programs, individual counselling, to support the reintegration and rehabilitation, as part of the throughcare support for men in custody at Acacia Prison.

The PF will be responsible for establishing and maintaining effective and collaborative working relationships with partners, ensuring appropriate client information is shared and interventions / support provided to individuals. The position will be based within Acacia Prison, as part of the Real Support Network (RSN).

Based on program requirements, and delivery mode, the time allocation between Program Facilitation and Case Management will be coordinated with the line manager in order to maintain appropriate balance, skill base and program/service delivery requirements.

2. Reporting/Working Relationships

The Program Facilitator reports to the line manager as assigned.

The Program Facilitator is expected to develop effective working relationships with other Community Transitions (CT) services/staff, Real Support Network (RSN) members, Serco, Government Departments, Agencies, and Service Providers

3. Special Conditions

- A current driver's licence is required
 - Appropriate Police & Department of Justice (DOJ) clearance must be maintained
 - Is bound by confidentiality regarding client and organisational information disclosure
 - The PF may be required to provide services intra state on occasions.
 - Some manual handling may be required of this position.
 - COVID vaccination in accordance with WA state mandates
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Statement of Key Outcomes and Associated Activities

4. The Program Facilitator will:

- Demonstrate the highest levels of personal and professional integrity and ethical behaviour
- Assist clients to identify their individual goals and needs through the provision of an intake and assessment process, and liaison with throughcare supports based in Acacia Prison and the Community.
- Ensure the delivery and coordination of high-quality criminogenic interventions for;
 - Alcohol and Other Drugs (i.e., Relapse Prevention, Readiness for Treatment, Assessment of Motivation / Motivation to Change etc.)
 - Domestic & Family Violence (i.e., Safe Relationships, Readiness for Treatment)
 - Gambling Harm (i.e., Relapse Prevention, Gambling Awareness)
 - Anger Management
- Counselling Interventions delivered in both group and/or individual (1:1) counselling
- Actively participate and ensure that group facilitation is delivered to a high standard which includes the ability to manage difficult behaviour, is delivered in line with organisational expectations and is recorded appropriately and in a timely manner
- Review case/treatment plans on a regular basis with participating clients.
- Liaise with partner organisations and relevant human services with the aim of achieving positive outcomes which will assist in clients achieving their goals and successful reintegration
- Provide appropriate written reports, including monthly reports to your line manager
- Ensure that day to day administration requirements of the program are met, including internal and external database systems as required
- Participate in team meetings
- Ensure knowledge, skills and service provision is in keeping with current practices by accessing the latest literature, attending relevant training and workshops.
- Contribute to and comply with CT policies, directives, and guidelines through:
 - Assisting in policy development and commenting on draft documents
 - Utilising research data on current best practice in intervention and treatment
 - Contributing to approved research projects
 - Promote the standards of CT's work including acting as a role model
 - Establishing professional relationships with external agencies and departments
 - Ensure the service is promoted in a positive manner to the community
 - Provide a safe environment for staff and clients consistent with the requirements of Worker Health & Safety
- Any other duties as directed

5. Work Health and Safety

- Maintain a safe work environment in accordance with the organisation's Work Health and Safety Policies and Procedures
- Undertake and maintain appropriate risk assessments for clients and activities
- Participate in mandatory Work Health and Safety training sessions
- Identify and report hazards in the workplace

PERSON SPECIFICATION

Essential Minimum Requirements:

Educational/Vocational Qualifications

Tertiary qualification in a human services discipline, ideally a degree in Social Work, Psychology, or Counselling. To deliver criminogenic offender programs as part of this contract, the Program Facilitator must have a 4-year accredited degree in psychology or social work.

Personal Abilities/Aptitude/Skills

- Ability to empathise with disadvantaged people in general and those interfacing with the criminal justice system.
- Effective communication and crisis intervention skills.
- Counselling and Intervention Skills
- Ability to develop and maintain professional networks.
- Ability to implement service strategies and evaluate results.
- General Computer skills, including ability to utilise database accurately and in a timely manner
- Ability to work within a correctional facility

Experience:

- Intake, interviewing and assessment skills
- Counselling and intervention skills, in both 1:1 and group-based environments
- Working cooperatively with a range of service providers.
- Advocacy and networking.

Knowledge:

- Support Services available for people with complex needs
 - Criminal Justice System.
 - Worker Health & Safety Principles
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DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- First Aid Certificate.

Personal Abilities/Aptitudes/Skills

- Conflict Resolution management skills.
- Skills in managing challenging client behaviour

EXPERIENCE

- Working with people from a range of cultures and social backgrounds.
- Experience in the use of computerised client information systems.
- Experience in assessing needs and risks of disadvantaged people, especially ex-offenders.

KNOWLEDGE

- A basic understanding in Restorative Justice Principles.
- Time management and prioritising tasks
- Integration and social inclusion principles

Acknowledged by Occupant

I confirm that I understand and agree to the expectations of this role as listed in this Job Description and confirm that I have the skills and experiences to undertake these.

Name.....Signature.....Date.....