

# Position Description

<b>Position title</b>	Strengthening Parents Support Program Facilitator
<b>Document ID</b>	TBA
<b>Program/Unit</b>	Western Regional Parenting Service – Community Programs
<b>Classification</b>	SCHADS Level 5, depending on qualification and experience
<b>Position reports to</b>	Coordinator – Regional Parenting Service

## Organisational context

Established in 1997, MacKillop Family Services (MacKillop) strives to ensure all families are supported to provide children with a safe and permanent home, and the best possible start to their lives.

Continuing the child and family welfare programs of our three founding agencies – the Sisters of Mercy, the Sisters of St Joseph and the Christian Brothers – we provide early intervention programs to support the most vulnerable families, and provide education, disability support, home-based care and out of home care for vulnerable children and young people in Victoria, NSW and WA.

MacKillop has almost 1,500 staff, operating out of more than 50 sites, and has forecast annual revenue for the 2019/20 financial year of over \$145 million.

Just like our founders, we are deeply committed to our work, and are driven by social justice. We believe every child should be protected from abuse, neglect and exploitation, and are a child-safe organisation that is committed to protecting and advocating for the best interests of children and families across all our programs.

Our work is underpinned by our values, and by a deep understanding of the impact of trauma, informed by the Sanctuary Model. Sanctuary is a blueprint for organisational change, which supports organisations to provide a safe, non-violent environment for people affected by trauma. It also supports staff and carers to form communities that are safe and caring, and to maintain a culture that reflects these qualities at every level within the organisation. MacKillop is the only licensed provider of training in the Sanctuary Model in Australia.

## Our vision

All children, young people and families are safe, thriving and connected to culture and community. MacKillop Family Services will care compassionately, respond large-heartedly and advocate courageously.

## Our values

**Justice:** We believe in the right of all people, regardless of belief or culture, to be treated justly and fairly;

**Hope:** We commit to creating an atmosphere of hope where people find meaning in their experiences and relationship;

**Collaboration:** We commit to working in a collaborative spirit through cooperation, coordination, and partnership;

**Compassion:** We commit to creating an attitude of openness to others and to their circumstances; and

**Respect:** We seek to listen and learn from each other and to build relationships with respect.

## Position purpose

This position is situated within the Western Regional Parenting Service and is responsible for supporting the establishment of peer support groups and provide one on one support for parents and carers who have a child with a disability or developmental delay. The Western Regional Parenting Services sits within the Community Programs Division which delivers services in disability, family and community.

The Strengthening Parents Support Program (SPSP) Facilitator will plan, deliver and provide support to peer support groups and one on one parent support, information and support for parents, and carers with children and young people with a disability or developmental delay.

The Strengthening Parents Support Program Facilitator is member of the Western Regional Parenting Service and reports to the Coordinator of the Western Regional Parenting Service.

## Primary objectives

The primary objectives of the Strengthening Parents Support Program are to provide support to parents and carer of children and young people with a disability or developments delay by the establishment and ongoing facilitations of peer support groups.

## Key result areas and responsibilities

The Strengthening Parents Support Program Facilitator will:

- Develop relationships with disability support services to develop referral pathways for parents and carers
- Liaise with other service providers within the regional network, the SPSP Coordinator network and the Association for Children with a Disability
- Provide information, support and referral in response to parent requests where the family has a child with a disability or a developmental delay
- Promote evidenced-based information to parents and peer support groups and assist in the establishment of new groups in response to needs identified by parents
- Provide information and support to encourage families to self-advocate for their child or provide advocacy referral
- Coordinate information and education session for families of children with a disability or developmental delay according to identified need
- Undertake services planning with families to link them into relevant community supports and services

- Provide information, training and support to professionals working in the West
- Meet data and report requirements for the program
- Attend team and stakeholder meetings as well as represent and on occasion present at network meeting on MacKillop's behalf
- Participate in professional development opportunities and completion of mandatory training requirements
- Participate in regular supervision in line with MacKillop's policies and procedures
- Undertake other duties as required
- Implement the mission and values of MacKillop Family Service and the trauma informed work within the Sanctuary model

### Key selection criteria

The incumbent will have:

- Degree in Social Work, Education, Health, Early Childhood, Community Development or an allied field
- Highly developed presentation skills and experience in group facilitation and cofacilitation
- Proven ability to engage a range of parents and carers, including those considered vulnerable or at risk
- Demonstrated knowledge of child developments, attachments and bonding, trauma and contemporary parent education theories
- Experience working with Culturally and linguistically Divers (CALD) communities
- Working knowledge of family-centred and strength based practice
- Working knowledge of community development practice and community development principles

### Other information

The incumbent is required to:


- Sign and actively abide by MacKillop's Code of Conduct.
- Observe and actively support MacKillop's OH&S policy and strategy.
- Attend mandatory and other training as required.
- Actively participate in MacKillop's Bid Management process as required.

- Participate in and promote continuous quality improvement processes.
- Promote an environment that is culturally safe and strengths focussed.
- Abide by principles and commitments of the Sanctuary Framework.

The incumbent must possess a:

- Valid and current Victorian Driver's Licence.
- Valid and current Victorian Working with Children Card.
- Satisfactory criminal history check conducted by MacKillop Family Services.

## Approval

• <b>Approver's full name:</b>		<b>Date:</b>	11-Jan-21
<b>Approver's position title:</b>	Ilkin IL Director Children, Youth and Families West		
<b>Incumbent's full name:</b>			
<b>Incumbent's signature:</b>		<b>Date:</b>	



*MacKillop Family Services acknowledges Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the Traditional Owners and Custodians of the land on which we live, work and play. We pay our deep respects to Elders past and present and acknowledge all Aboriginal children, young people, families and staff who are a part of MacKillop Family Services.*