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| <b>POSITION TITLE:</b>    | <b>Healthy Relationships Worker</b>  |
| <b>POSITION NUMBER:</b>   | <b>YS060</b>   |
| <b>POSITION LOCATION:</b> | <b>Warrnambool</b>   |
| <b>CLASSIFICATION:</b>    | <b>SCHADS Level 5</b><br><b>(PayPoint will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)</b> |
| <b>TEAM /DIVISION:</b>    | <b>School and Community Programs – Youth Services Division</b>   |
| <b>EMPLOYMENT CHECKS:</b> | <b>Current National Police Check, Working with Children Check and DWES List Check.</b>   |

## OUR ORGANISATION

Brophy Family and Youth Services is a quality accredited not for profit organisation, with a community based Board of Directors. Our service provides a wide range of family, youth and children services across South West Victoria. We are a multi – site organisation, and employees may be required to work at any of our sites. These sites are based in Warrnambool, Portland, Hamilton and Colac.

Brophy Family and Youth Services actively values and promotes diversity in our community and affirms our commitment to always be inclusive and respectful to all, regardless of gender, age, race, sex, sexual orientation, religion, level of ability, cultural or language background.

We welcome people who are LGBTIQ+ (lesbian, gay, bisexual, transgender, gender diverse, intersex, queer, plus other sexual minority identities).

Our values are: Social justice, Professionalism, Empowerment, Responsiveness and Partnership.

## DIVISION AND PROGRAM OVERVIEW

The Youth Services Division encompasses four teams which include Youth Support Team (Youth Homelessness, Youth Justice, Better futures and Young Parents, Youth Transitions Team (Transition to Work and related transition programs), Foyer Warrnambool (24 hour supported youth accommodation facility and related services), School & Community Programs (School Focused Youth Service, Safe in the South West Project, Welcome to Warrnambool & Healthy Relationships).

## PRIMARY PURPOSE OF ROLE

The Department of Health & Human Services funds Brophy Family & Youth Services to deliver activities that prevent sexual assault and gender-based violence amongst young people.

The Healthy Relationship Worker will be responsible for identifying, developing and delivering activities within schools and the community that align with funding objectives and which respond to community needs using evidence based theory and practice.

As this position regularly engages with external stakeholders, the incumbent must be able to work collaboratively with others, maintain professionalism and actively promote Brophy Family and Youth Services to the region.

## ORGANISATIONAL RESPONSIBILITIES AND ACCOUNTABILITIES

The Healthy Relationships worker is expected to actively participate in and contribute to program planning, delivery and evaluation. The worker is also expected to take part in annual improvement activities, regional staff meetings and other organisational activities as directed.

The Healthy Relationships worker will develop and maintain relationships with relevant networks, schools and community-based program staff. The worker will work with a broad range of stakeholders in the delivery of the Healthy Relationships program.

## REPORTS TO

The position reports to and is supervised by the Manager – School and Community Programs.

## KEY RESPONSIBILITIES

### Personal and Professional

- Demonstrate a commitment to ongoing skill development and training relevant to the role both personally and professionally.
- Participate in supervision, secondary consultation within scope of practice and professional development as negotiated with Line Manager.
- Participate actively in team meetings, team planning days and agency activities to ensure an integrated approach to service delivery.
- Participate in all core training designated by the Community of Practice to ensure integrity of the agreed model of service delivery.

### Technical Skills

- Deliver the Healthy Relationships program in accordance with DHHS program guidelines, service agreement and funding requirements.
- Conduct research, literature reviews and use regional data to inform program planning and implementation.
- Develop and deliver programs that provide effective education and support for sexual assault prevention.
- Tailor programs that can be delivered to whole class groups and more targeted groups of 'at risk' young people.
- Engage with young people using a variety of delivery strategies and methods.
- Contribute to raising awareness of sexual assault and gender-based violence through involvement in community education initiatives.
- Ability to interpret and align activities to relevant Government policies and Statutory recommendations, including (but not limited to) DET's "Respectful Relationships" and the Royal Commission into Family Violence.
- Ensure you have access to and comply with legislation, standards, policies, practices and procedures relevant to the program area.
- Ensure a professional standard of care and service provision according to the philosophy of Brophy Family and Youth Services.

### Customer Service

- Promote the program's services and the Agency throughout the region.
- Develop and maintain effective working relationships with a broad range of stakeholders and services, across a variety of sectors to ensure an integrated and collaborative approach that supports positive client outcomes.
- Demonstrate an awareness and practice in response to the diverse needs of clients.
- Demonstrate an understanding of rural communities and the issues they face.

### Continuous Quality Improvement

- Seek regular consumer feedback regarding the effectiveness of the programs services as part of BFYS Clinical Governance Framework.
- Participate in program evaluation activities that promote advantaged thinking and contribute to improved outcomes for clients.
- Participate in and contribute to BFYS quality improvement processes and other activities to meet service and accreditation standards.

### Team Work and Communication

- Support a positive team approach across the program area, Agency and with other service providers and partners.
- Manage conflict and disputes in a professional manner and in accordance with Brophy policy and procedures.
- Promote effective team communication and development by working professionally and co-operatively with all stakeholders to achieve the Agency's objectives.
- Participate in the development of consumer participation activities within your team and Agency.
- Undertake other appropriate duties as directed by the Line Manager.

### Administration and Documentation

- Take responsibility for accurate, confidential and timely case-noting, record keeping, filing and general maintenance of client information, in accordance with relevant program and agency requirements and standards.
- Ensure all relevant program planning, documentation; evaluation and reporting are completed in a timely and accurate manner.
- Ensure all relevant policies and procedures are implemented and adhered to, including the complaints handling procedures and methods for responding to critical incidents.

## **GENERAL RESPONSIBILITIES**

- Adhere to Brophy's Employee Code of Conduct, and internal policies and procedures.
- Actively participate in all required supervision, annual performance management process, professional development and training activities.
- Participate in and contribute to Brophy Family and Youth Services quality improvement process and other activities to meet service and accreditation standards.
- Participate and contribute to the culture of a Learning Organisation environment.
- Maintain a healthy and safe work environment including supporting the monitoring and management of risk and WHS systems.
- Participation in the development of consumer's participation activities within your program and Brophy.
- Demonstrate and commit to Brophy's organisational values and model these on a daily basis.

This position description describes in general terms the requirements for this position to operate on a normal day to day basis. However, these duties may be amended or varied from time to time, within the normal capacity of the role without changing the level of responsibility.

## KEY SELECTION CRITERIA

### Qualifications:

- A minimum qualification of a sector recognised and accredited Bachelor of Social Work or Diploma in Community Welfare Work or equivalent. (Qualifications must be approved by recognised professional bodies: ie. AASW, Community Services Council, APS etc.)
- A current Drivers Licence.

### Experience, Skills and Abilities

The successful candidate will have the best combination of the following characteristics:

- Knowledge and understanding of sexual assault, gender-based violence and the context in which it occurs.
- Demonstrated experience working in an educational setting or in community development.
- Demonstrated experience in designing, delivering and evaluation of programs to students.
- Demonstrated knowledge and understanding of appropriate legislation relevant to the role, relevant practice frameworks and the ability to adhere to policy and procedures.
- Excellent communication and interpersonal skills including the ability to demonstrate experience in liaising with a diverse range of clients.
- Ability to maintain positive, effective working relationships with colleagues, peers, and relevant stakeholders in a wide range of government, business and community organisations.
- Ability to use Microsoft office suite of products, along with experience in electronic databases and case file noting.

## AUTHORISED BY

NAME: Kathy Sanderson  
POSITION: Executive Manager – Youth Services  
DATE: February 2020

## ACCEPTED BY INCUMBENT

NAME: \_\_\_\_\_  
SIGNED: \_\_\_\_\_  
DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_