

# Position description

WORKING  
TOGETHER  
WALKING  
TOGETHER



Position title	Step Up! Program Lead/Facilitator
Division	Family Safety and Social Services
Classification	6.1
Prepared by	Chay Brown
Date	09/09/2024
Staff reporting to position	0

## Position Summary

Tangentyere Council Aboriginal Corporation (TCAC) is a community controlled Public Benevolent Institution delivering human services and social enterprise activities for the benefit of Aboriginal people from the Alice Springs Town Camps, Urban Alice Springs, and Central Australia.

The Tangentyere Family Violence Prevention Programs (FVPP) approach is underpinned by the Northern Territory's Domestic, Family & Sexual Violence Reduction Framework 2018–2028 Safe, Respected, and Free from Violence Framework principles and the National Plan to Reduce Violence against Women and their Children 2010-2022 (the National Plan). Both Frameworks guide our approach and responses to Domestic, Family and Sexual Violence (DFSV) with Aboriginal community members who live in the Town Camps of Alice Springs.

The FVPP is an integrated program with components designed to meet the needs of men, women, young people, and children who have been impacted by DFSV, as well as primary prevention work, and also consists of a Men's Behaviour Change Program, the Tangentyere Women's Family Safety Group, and the Young Women's Family Safety Group.

The Domestic Violence Specialist Children's Services (DVSCS) provides specialist early intervention support for Aboriginal young people, aged between 12 and 18, who have been impacted by DFSV.

The Step Up! Respect program will sit alongside the DVSCS and will build on program content already designed by the DVSCS in current group programs. The Step Up! Respect Group Facilitator will also work closely with program partner Her Story Consulting to co-design and deliver the program.

Step Up! Respect aims to have conversations with young people about jealousy, controlling and violent behaviours, and risky and harmful sexual behaviours. Step Up! Respect will particularly focus on young people who are disengaged from school settings and who may miss out on any school-based programming. Step Up! Respect aims to have these conversations and deliver programming in positive and engaging ways by taking a strength-based approach to promote healthy relationships.

The successful candidate will have completed tertiary studies in Social Work, Youth Work, Community Development, or a related discipline, and/or have relevant experience working alongside young people. Having a strong understanding of DFSV is desirable, however training can be provided to the right candidate.

You will work as part of a team of the Tangentyere Family Violence Prevention program supporting the co-design of the Step up! Respect program this will include the co-design of group work content and the delivery of group programs to young people and their influential adults. Importantly, you will ensure the program is accessible, trauma informed and culturally safe, and is accepted by young people, families, and communities.

The successful candidate will be a highly motivated individual with excellent communication skills who is committed to reducing violence against women and children and supporting young people to engage in safe and respectful relationships.

As part of your role, you will be working with children, people with a disability and people who are vulnerable. It is your obligation to always ensure their safety and report any concerns in line with our duty of care obligations. We have zero tolerance when it comes to abuse of any kind and will take disciplinary action, including and up to termination of employment, should we determine that abuse has taken place or there has been a failure to report any suspected or alleged abuse.

## Responsibilities

- Develop a culturally safe contextually specific program for young people disengaged from school.
- Develop program materials to be delivered in group sessions for young people and their influential adults focusing on preventing Domestic, Family and Sexual violence related harm.
- Facilitate group sessions for young people.
- Support the facilitation of group sessions for young people’s influential adults.
- Develop and maintain appropriate stakeholder relationships.
- Contributing to the preparation, collection, and dissemination of data for the purposes of reporting to the funding body and evaluation.
- Assist with achieving quality management objectives across the organisation.
- Assist with achieving safeguarding objectives across the organisation.
- Assist with achieving compliance objectives across the organisation.
- Other reasonable duties as required.

## Major Accountabilities

Accountabilities	Performance indicators
<ul style="list-style-type: none"> <li>• <b>Develop a culturally safe contextually specific program for young people disengaged from school.</b></li> <li>• The Step-up! Respect program is culturally safe and relevant to Central Australian young people and communities.</li> <li>• The Step-up! Respect program is contextually specific and focused on reducing DFSV related harm.</li> <li>• Development of a program that meets the needs of the community, and that privileges the knowledge and expertise of community leaders, inclusive of the Tangentyere Women’s Family Safety Group and the Tangentyere Men’s Family Safety Group, and young people.</li> </ul>	<ul style="list-style-type: none"> <li>• The Step-up! Respect program is co-designed with community leaders and young people.</li> <li>• The Step-up! Respect program is developed in a culturally safe manner that considers the local context.</li> <li>• The Step Up! Respect program is accepted by the Central Australian community as culturally safe and as an appropriate program for young people to engage with</li> <li>• The Step Up! Respect program is viewed by community members and program participants positively.</li> <li>• The program is respected by stakeholders as best practice.</li> <li>• The knowledge of community leaders and young people is respected and prioritised.</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Develop program materials to be delivered in group sessions for young people and their influential adults focusing on preventing Domestic, Family and Sexual violence related harm.</b></li> <li>• The Step Up! Respect program is accessible, safe, and engaging for Central Australian Aboriginal young people,</li> <li>• Program content is culturally safe.</li> <li>• Program content is designed with an understanding of young people’s developmental needs,</li> <li>• Program content is designed with an understanding of intersectional barriers impacting on young Aboriginal people.</li> <li>• Program materials are underpinned by an understanding of trauma informed practice.</li> <li>• The physical and emotional safety of Aboriginal young people is considered in all aspects of the development of the Step Up! Respect program. Program materials are contextually specific and responsive to the needs of the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Program materials are designed in collaboration with community leaders and young people.</li> <li>• Young people engage and are interested in the Step Up! Respect content</li> <li>• Young people and their influencers have an increased awareness and knowledge of the dynamics of Domestic, Family and Sexual Violence.</li> <li>• Young people’s safety and wellbeing is improved.</li> <li>• Young people and influencers have access to resources that are culturally safe and appropriate.</li> <li>• Resources are developed and expressed in a language young people can understand.</li> <li>• Program materials are responsive to the needs of young people.</li> <li>• High quality program materials, inclusive of a facilitator handbook, program materials and supporting materials are developed and distributed.</li> <li>• Program materials are utilised and promoted.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Facilitate group sessions for young people.</b></li> <li>• Provide high quality group facilitation that is underpinned by appropriate theoretical frameworks.</li> <li>• Group work is culturally safe, and trauma informed.</li> <li>• Attitudes that support violence towards women are challenged.</li> <li>• Young people’s strengths are acknowledged and celebrated.</li> <li>• Attitudes that support violence towards women are challenged and trajectories towards violence are disrupted.</li> </ul>	<ul style="list-style-type: none"> <li>• Group work content is developed with a focus on respectful, equal, and violence free relationships.</li> <li>• Develop culturally safe and trauma informed group work sessions.</li> <li>• Assist in creating and trusting group/individual environment where young people are confident to explore new ways of thinking and forming relationships based on respect, equality, and safety.</li> <li>• Young people are able to identify Domestic Family and Sexual Violence and have a greater understanding of the associated harms.</li> <li>• Young people are equipped with the knowledge and support to engage in relationships that are healthy and safe.</li> <li>• Young people know where and how to access support in relation to Domestic, Family and Sexual Violence,</li> <li>• Young people feel safe and supported when attending group programs.</li> <li>• Abusive behaviours are challenged, and healthy relationships are promoted.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Support the facilitation of group sessions for young people’s influential adults.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Community awareness and understanding of the program is widespread and the program is</li> </ul>

<ul style="list-style-type: none"> <li>• Provide high quality group facilitation that is underpinned by appropriate theoretical frameworks.</li> <li>• Group work is culturally safe, and trauma informed.</li> <li>• Attitudes that support violence towards women are challenged.</li> <li>• Young people's strengths are acknowledged and celebrated.</li> <li>• Influential adults support young people to disrupt a trajectory towards violence.</li> <li>• Communities are empowered with skills and knowledge to identify and respond to Domestic, Family and Sexual Violence.</li> <li>• Develop and maintain relevant stakeholder Relationships.</li> </ul>	<p>viewed in a positive way by stakeholders and influencers.</p> <ul style="list-style-type: none"> <li>• Young people are provided with consistent messaging around Domestic Family and Sexual Violence from the influential people in their lives.</li> <li>• Key relationships with crucial partners and stakeholders are developed and maintained to a high standard.</li> <li>• Influencers are empowered with skills and knowledge to identify and respond to Domestic, Family and Sexual violence.</li> <li>• Influencers are able to identify the associated harms of Domestic, Family and Sexual Violence</li> <li>• Young people's influential adults are able to talk with young people about Domestic, Family and Sexual violence with confidence.</li> <li>• Young people's influential adults can safely challenge attitudes that support violence towards women.</li> <li>• Influential adults have increased knowledge of, and engagement with, local support systems regarding Domestic, Family and Sexual Violence.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Develop and maintain appropriate stakeholder relationships.</b></li> <li>• Key relationships with crucial partners are developed and maintained to a high standard.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant stakeholders have a strong understanding of Step Up! Respect and the DVSCS.</li> <li>• Relevant stakeholders feel supported in responding to the needs of young people in relation to Domestic, Family and Sexual Violence. Relevant stakeholders have increased knowledge and skills in relation to Domestic, Family and Sexual Violence.</li> <li>• Relevant stakeholders have increased knowledge and skills in relation to young people's experiences of Domestic, Family and Sexual Violence.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Contributing to the preparation, collection, and dissemination of data for the purposes of reporting to the funding body and evaluation</b></li> <li>• Awareness of program and contractual requirements.</li> <li>• Monitor program outcomes.</li> <li>• Ensure reports are up to date and submitted in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Data is collected in accordance with Tangentyere Councils quality processes and policy requirements.</li> <li>• The program partners apply the lessons and insights gleaned through the evaluation to their future programming.</li> <li>• The evidence-base about what works to prevent violence against women in the Northern Territory is built.</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Assist with achieving quality management objectives across the organisation.</b></li> <li>• Commitment to the Tangentyere Council Quality Management Objectives.</li> </ul>	<ul style="list-style-type: none"> <li>• All work-related actions and behaviours are aligned with the organisations mission and values.</li> <li>• Actively participate in and promote a continuous improvement culture across the organisation.</li> <li>• Understand and comply with organisation policies and procedures.</li> <li>• Maintain organisation and client records in accordance with legislative and organisational policy requirements.</li> <li>• Ensure all decisions made in the course of your duties are transparent and align with organisational policy and procedures.</li> <li>• Assist clients to provide feedback when required.</li> <li>• Contribute to QMS area audits as required in a timely manner.</li> <li>• Contribute to implementing change when identified through the QMS as required.</li> <li>• Provide feedback on the QMS as required.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Assist with achieving safeguarding objectives across the organisation.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Report any concerns or suspicions of abuse of children, people with a disability or vulnerable peoples in line with duty of care and mandatory reporting obligations.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Assist with achieving compliance objectives across the organisation.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Maintain own records and manage Employment Hero compliance for staff, where applicable.</li> <li>• Maintain current certifications (Driver's Licence, Working with Children (Ochre Card), Police Check, and where relevant, RN Registration, White Card and First Aid Certificate etc.) and upload evidence in Employment Hero.</li> <li>• Complete probation reviews (6, 12 and 22 weeks) within the approved timeframe.</li> <li>• Read and acknowledge all relevant policies in Employment Hero.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Other reasonable duties as required.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Additional tasks that may arise from time to time are completed within the required timeframe and to a suitable standard.</li> </ul>

# Relationships

## Internal

- Community Safety & Social Services Division Managers
- Men's Behaviour Change Program
- Tangentyere Men's Family Safety Group
- Family Support Services
- Youth & Community Safety Services Division
- Human Resources
- Tangentyere Young Women's Family Safety Group
- Tangentyere Women's Family Safety Group
- Strong Families, Strong Communities
- Community Centres Division
- Office of the Chief Executive
- WHS

## External

- Town Camp community members and Town Camp Housing Associations
- Alice Springs Youth Detention Centre
- Territory Families
- Gap Youth Centre
- St Joseph's Learning Centre
- Sporting clubs
- Legal Services, inclusive of NAAJA, NTLAC and CAWLS
- Central Australian Aboriginal Congress
- Women's Safety Services of Central Australia
- Kings Narrative
- Saltbush
- Carers, employers and mentors

# Competencies

## Tangentyere core competencies

- Commitment
- Teamwork
- Communication
- WHS
- Cultural Awareness

# Qualifications and Selection Criteria

## Required

- Experience working alongside young people.
- Experience working alongside Aboriginal people, and/or a demonstrated ability to work in a cross-cultural context.
- An understanding and commitment to Human Rights, the reduction of DFSV related harms and improving the safety of women, children, and young people.
- A strong understanding of DFSV, trauma informed and strengths-based theories, and childhood development theories and practice.
- Excellent communication skills.
- Ability to develop and maintain strong working relationships with internal Tangentyere programs and external stakeholders.
- Current NT Drivers Licence, NT Working with Children (Ochre) Card, satisfactory Police Check, and proof of full (3) vaccination against COVID-19.

## Desirable

- Completed tertiary studies in Social Work, Youth Work, Community Development or a related discipline, or relevant experience.
- A demonstrated understanding and commitment to a gendered analysis of domestic and family violence and experience in group facilitation are desirable, however training can be provided to the right candidate.
- Demonstrated strong administration, data collection, analysis and writing skills, however training can be required for the right candidate if necessary.
- Current First Aid Certificate, or ability and willingness to attain.
- An understanding of Aboriginal culture as well as a broad range of contemporary issues affecting Central Australian Aboriginal people.

## Verification

This section verifies that the position holder and the manager have read the attached position description and are satisfied that it accurately describes the position.

### Position holder

<b>Name</b>	
<b>Date effective</b>	
<b>Signature</b>	

### Manager

<b>Name</b>	
<b>Date effective</b>	
<b>Signature</b>	