



POSITION DESCRIPTION

Position Title:	Transport Driver / Male Engagement Officer
Classification Level:	Health Professionals and Support Services Award 2010
Date of Approval:	March 2016

PART A: POSITION SPECIFICATIONS

1. Operational Management Environment

This position is located within the Mulungu Aboriginal Corporation Primary Health Care Service and forms part of the Family Services, which aims to improve outcomes for Aboriginal and Torres Strait Islander families by improving access to integrated early childhood education and care, parenting and family support, child and maternal health services and career pathways and career modelling and women's and men's programs.

2. Purpose of the Position

To work within the Mulungu's multidisciplinary team to deliver Male specific programs that compliment the Family Services programs and provide culturally appropriate support and access to services within Mulungu.

This position will work within a Case Management model aiming to improve the connection between Aboriginal and Torres Strait Islander fathers and their family (partner and children) to strengthen the family unit to increase resilience.

To work in partnership with parents to strengthen parental capacity and family relationships and to increase parental engagement in their local community and in their children's education

The purpose is to

- Provide mentoring, and access to programs and activities aimed at increasing awareness and building family resilience and building the safety and wellbeing of families and community.
- Through the use of coaching methodologies, assist fathers to develop goals and aspiration to improve Social and Emotional Wellbeing for self and families.

- Work within a multidisciplinary team to follow through with clients and their families, staff and other services to ensure clients continued progression.
- The role will facilitate the development of a client action plan and work alongside clients, using sound coaching principles and techniques, to guide the progression of activities.
- Engage with families, developing and maintaining a supportive and empowering relationship founded on mutual respect, trust and building on the strengths of families
- Maintain a caseload of dads, providing individual support and group interventions as part of the family action plan.
- To work in partnership with fathers to encourage independence and self-reliance and to help them to develop a consistent and positive approach to parenting aimed at addressing behaviours and overcoming challenges.
- To promote and facilitate parental understanding of a child's needs and use of appropriate child rearing strategies.
- Use persistent and proactive interventions when working with parents to enable positive changes in their lives
- To support parents to provide an appropriate environment in which children and young people feel safe and which encourages the development of their self-esteem and resilience.
- Additionally, this position is also responsible for the safe transportation of children and parents/carers to and from Mulungu Aboriginal Corporation Primary Health Care Service Family Service program at the Children and Family Centre.

3. Scope of the Position

The position Male Engagement Officer has no delegated authority and is required to perform duties in line with Mulungu's Code of Conduct Policies and other related policies.

This position will work independently and in conjunction with the CFC staff under the general direction of the CFC Coordinator. The position will require collaboration with the Men's Project Officer, the Lifestyle Case Officer, the Family and Children Centre staff, Mulungu Clinical and Wellbeing Team to improve the health, safety and wellbeing of Aboriginal and Torres Strait Islander men and their families.

The Male Engagement Officer is accountable to:

- The Chief Executive Officer and the Board of Directors for practice according to the philosophy, policies and goals of the centre.
- The Chief Executive Officer and the Family Services Manager for a high standard of work practice.
- All Mulungu Teams for effective communication and work relationships including shared work responsibilities.

4. Organisational Structure and Reporting Relationships

The position of the Male Engagement Officer reports to the Child & Family Centre Coordinator and works closely with the Family Support Workers and other Family Services program staff. Refer to the organisational chart for details of where the position is located within the wider structure.

5. Primary Duties and Responsibilities

- Engage in Men's programs and activities focused on communications about cultural ways of ensuring the safety and wellbeing of family and community, and how these apply now;
- Actively communicate with partners to ensure family homes are safe, particularly for children;
- Interview Clients and/or their families to determine functionality issues and capacity with a view to work towards solutions and to provide support and advice;
- Establish a Dad's group focused on engaging positively with their child/children.
- Create access to improve culturally appropriate support services and SEWB programs
- Provide Case Management services for Indigenous people most at risk with Drug and Alcohol conditions and/or Social & Emotional or Mental Health issues;
- Assist in co-ordinate Men's Group activities that stimulate men and bring a sense of self-worth and enables resilience and connects them with their children and families and improves support networks.
- Integrate the program with the WannaBe Team to ensure parents are actively involved in the children's education;
- Support fathers to participate in health education and health promotion programs;
- Liaise with the Family Services Manager and other members of the Family Services team to assist clients of the Mulungu Aboriginal Corporation Primary Health Care Service to develop a better quality lifestyle and set goals designed to improve their emotional and physical health;
- Prepare reports and submissions as necessary to ensure that adequate and appropriate case records, data and statistics are kept;
- Foster a productive Mulungu team environment, including working with Mulungu staff and clients to develop and maintain appropriate record keeping systems that focus on meeting KPIs.
- Demonstrate commitment to overcoming issues and barriers faced by fathers and encourage participation in voicing their concerns creating an awareness of the issues faced by Aboriginal and Torres Strait Islander male parents and partners.
- Maintain professional standards of practice in the delivery of safe client care;
- Collect, collate and report on data as required for Reporting;
- Maintain appropriate files and case notes as per organisational policies and procedures;
- Comply with contemporary Human Resource Management issues including Workplace Health and Safety, Equal Employment Opportunity and Antidiscrimination as applied in the work environment;

- Evaluate own practice by participating in performance development processes;
- Participate in quality improvement processes to improve client and organisational outcomes;
- Report and document any workplace accidents / incidents to your supervisor;
- Take all reasonable action to protect Mulungu assets from damage and or loss.
- Act in a responsible manner that complies with OHS legislation, Mulungu policies and the Staff Code of Conduct to ensure the health and safety of self and other employees and all other people in the workplace
- Contribute to Family Services documentation review processes;
- Contribute ideas and suggestions that promote safety awareness
- Perform other duties associated with the position as directed by the Family Services Manager or by the Chief Executive Officer.
- Legend Red = QI, Green = Client Servicing, Brown = Leadership, Purple = reporting

6. Key Performance Indicators (KPIs)

- Accurate reports delivered on time – monthly, quarterly, and on request
- Number and types of activities developed, delivered and attendance numbers in each program
- Compliance with all Policies & Procedures applying to the duties of the position
- Compliance and performance against Project Plan
- Number of males in case load and no of face to face contact per case load

PART B: PERSON SPECIFICATIONS

1. Qualifications

- Qualifications of Certificate III or IV in Welfare Studies or Diploma / Degree in Welfare Studies or equivalent, or Bachelor of Social Work qualification or working towards same.
- Queensland Driver's License- Driver Authority preferred or ability to obtain

2. Skills, Knowledge and Ability

- Experience working with Aboriginal and / or Torres Strait Islander men and communities with sensitivity of local indigenous history and cultural lifestyles;
- Well-developed interpersonal skills with the ability to communicate effectively Aboriginal and Torres Strait Islander men and peoples;
- Ability to strategise, co-ordinate, conduct and evaluate capacity building exercises that enhance men and their families;
- Understanding of the development context and experience in building individual and community capabilities;

- Capacity to develop rapport with a wide range of diverse groups and gain their confidence and commitment;
- Strong work ethic and be a self-starter;
- Strong people skills with excellent listening capacity and good communication skills;
- Ability to function in a multi-disciplinary team and ability to function independently;
- Conflict management skills; Knowledge and understanding of quality improvement processes;
- Knowledge of or ability to acquire knowledge of human resource management issues including Workplace Health and Safety, Equal Employment Opportunity and Antidiscrimination.

3. Standards of Practice

- Maintain professional standards of practice in the delivery of safe patient care;
- Practice within an evidence-based framework;
- Participate in ongoing professional development of self and others.

4. Additional Factors

- Possession of a current 'C' Class Driver's Licence (Queensland) is required.
- Must possess or be eligible to obtain a Working with Children Blue Card.
- Evidence of Digital Certificate of COVID19 Vaccination (My Gov)

PART C: SELECTION CRITERIA

- SC 1** Qualifications of Certificate III or IV in Welfare Studies or Diploma / Degree in Welfare Studies or equivalent, or Bachelor of Social Work qualification or working towards same.
- SC 2** Demonstrated experience working within a cross-cultural environment and knowledge of Aboriginal and Torres Strait Islander cultures.
- SC 3** Demonstrated knowledge and understanding of primary health care and the social, economic and cultural factors affecting Aboriginal and Torres Strait Islander peoples' health.
- SC 4** Demonstrated interpersonal and communication skills with the ability to work in a multi-disciplinary environment.
- SC 5** Knowledge of and / or involvement in quality improvement processes.
- SC 6** Knowledge of, or ability to acquire knowledge of human resource management issues including Workplace Health and Safety, Equal Employment Opportunity and Antidiscrimination.

The preceding information is an accurate statement of the requirements and employment of this position, at this time.

Signature: _____ Date ____/____/____
(Chief Executive Officer)

I have read and understand the duties and requirements of the position as described in this position description and agree to be employed under such conditions and the relevant Award.

Employee's Signature _____ Date ____/____/____

CONFIDENTIALITY AGREEMENT

I, _____, being an employee of Mulungu Aboriginal Corporation Primary Health Care Service, acknowledge that I have read the Policy on Confidentiality.

I further acknowledge that I will not divulge any information that pertains to clients of Family Services or organisational information as outlined in the Policy to any person that is not currently within the formal structure of Mulungu Aboriginal Corporation Primary Health Care Service without the delegation to do so.

I am aware that if I breach the Mulungu Aboriginal Corporation Primary Health Care Service Confidentiality Policy I may be exposed to the organisation's Grievance Procedure and may be liable for civil action.

Employee's Signature _____ Date ____/____/____

Witness's Signature _____ Date ____/____/____