



Centacare North Queensland

POSITION DESCRIPTION

Position Name:	Family Life Skills Practitioner
Program:	Education and Life Skills
Reports To:	Manager ELS
Award:	Social, Community, Home Care & Disability Services Industry Award 2010
Classification:	Level 4

Position Purpose

To facilitate the improvement of individual's and children's capacity to participate in healthy relationships and general community engagement through psycho-social education and skills building. . This role will work with the individual in their journey through program engagement, acquiring new skills and knowledge, and facilitating new connections and supports in the broader community to promote sustained change.

Qualifications, Skills and Experience

Essential:-

- Degree in Social Work, Psychology or Social Sciences and relevant experience in facilitating programs in the welfare sector.
- Ability to possess a Positive Notice for Child Related Employment (Blue Card and a yellow card exemption) from the Public Safety Business Agency (PSBA)
- Possession of a 'C' class driver's licence.
- Ability to implement psycho-social skills during all stages of client contact – from initial intake through to course follow up.
- Demonstrated ability to provide a very high standard of verbal and written communication skills, including ability to maintain confidentiality and deal with people from a wide range of cultural and socio-economic backgrounds.
- A demonstrated understanding and working knowledge of family functioning and child development in a broad range of cultural and social contexts.
- Demonstration of knowledge of theoretical frameworks associated with child development, family dynamics and functioning and models of change.
- Ability to lead a change process for individuals and groups.
- Ability to work effectively within and contribute to a positive team culture both within Life Skills team and wider organisation.

Desirable:-

- Certificate IV Training and Assessment



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POSITION DESCRIPTION – FACILIAITOR

Responsibilities and Duties	Key Performance Indicators (KPI's)
Developing professional relationship with each participant from initial intake through to course follow up.	<ul style="list-style-type: none"> Participant feedback indicates satisfactory professional relationship and effective communication maintained.
Record accurate participant data into CSnet database prior to commencement and during course duration.	<ul style="list-style-type: none"> All client data is entered accurately into database prior to course commencement. Client data entered at end of each session.
Co facilitation of children's and adults groups. Including engagement in evaluative processes such as reflective practice, course review and evaluation	<ul style="list-style-type: none"> Effectively plan and deliver courses with assigned co facilitator in line with funding body requirements. Engage in regular professional debriefing as required during course. Engage in fortnightly line management meetings and monthly meetings with Supervisor.
Continually review, evaluate and develop group processes and course content.	<ul style="list-style-type: none"> Course content and processes continue to reflect the intention of the program. Participate in evaluation at course completion.
Collaborate with team members in the planning and implementation of all courses.	<ul style="list-style-type: none"> Successful peer review
Comply with legislation (including Workplace Health and Safety, Privacy and Equal Employment Opportunity), service agreement and Quality Management System requirements.	<ul style="list-style-type: none"> Confidentiality adhered to in all interactions Centacare policies and procedures are followed. Work Health & Safety obligations are met. All other legislative requirements are met.
Carry out other duties as requested by Manager ELS	<ul style="list-style-type: none"> Requests are completed accurately, effectively and timely.



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I understand and accept the obligations and authorities described herein

Employee Name	
Employee Signature	
Date	
Manager name	
Manager Signature	
Date	