

## Position Description Schedule A

# Kickstart Facilitator & Coordinator

Approved by Kate Forer | Last updated on 14/08/2023

### Position overview

Position title	Kickstart Facilitator & Coordinator
Team	SECADA
Employment type	Fixed contract part-time
Hours per week	30.4 hours per week
Location	Dandenong
Reports to	Manager, SECADA
Direct reports	Nil

### About TaskForce

TaskForce Community Agency (TaskForce) plays an important role across communities in southeast Melbourne, whether helping individuals and families due to challenges with alcohol and other drugs or family violence, or enabling people through education, training, and employment. Operating for 50 years, we aim to help realise the potential of every client, through achieving outcomes and working towards healthier lives, relationships, and communities.

#### Statement of commitment to Diversity & Inclusion

TaskForce is committed to providing culturally safe, inclusive, and accessible services and work environments where all individuals feel supported and affirmed. We aspire to work in solidarity and alliance with Aboriginal and Torres Strait Islander peoples and acknowledge them as the traditional owners and custodians of the land. TaskForce values diversity, inclusion and social justice and is dedicated to actively addressing discrimination and ensuring every individual is treated with dignity and respect. We honour and celebrate our differences and uniqueness in culture and linguistic background, ethnicity, sex, gender identity, intersex status, sexual orientation, age, disability status, health status and religious or spiritual beliefs.

#### Statement of commitment to Child Safety

TaskForce is a child safe organisation. We are committed to the safety and wellbeing of all children and young people, and ensuring they feel safe and empowered in our programs and services. We respect and listen to children and young people. We take their concerns seriously and support them to meet their potential and thrive. This is a responsibility shared by all the people who work or volunteer at TaskForce or who are part of the wider TaskForce community.

We value diversity, inclusion and equity. We support the cultural safety, participation and empowerment of Aboriginal children and young people, children and young people from culturally and linguistically



diverse backgrounds, LGBTIQ+ children and young people, and children and young people with disability.

We do not tolerate neglect or mistreatment and have zero tolerance for abuse of any kind. Safety concerns will be treated very seriously. Where appropriate, and safe to do so, we will always discuss concerns with families, carers and the community to encourage planned and joint action. We have legal and moral obligations to contact authorities when we are worried about a child's safety, and we will follow those procedures rigorously.

## Our values

- We **start with care** | We are here to meet participants where they are at, to support, empower and respect them and each other in the work we do. We commit to behaviours that demonstrate our care and compassion, bringing out the best in everyone in every interaction.
- We **always listen** | We are here to listen, to think of the whole of a person in every connection. We commit to listening, learning, responding, and adapting to the needs of our clients, our staff, and our partners.
- We are **non-judgmental** | We are here to help everyone belong; to realise their potential. We commit to supporting every person who walks through our doors or engages our services without judgment.
- We are **continuously learning** | We are here to learn, innovate and bring the highest quality of service to our participants. We commit to seeking out and sharing knowledge within and beyond our sector and from our communities, not standing still in our models of care and program offers.

## Our principles

- We are **client-centred** | The voice and lived experience of clients guides our work, practice and approach.
- We are **inclusive** | We welcome everyone into our service, continually striving for equity in access.
- We are a **wraparound service** | We look beyond the one area of need, supporting participants throughout their journeys.
- We **always work together** | We recognise that we can't act alone and know collaboration internally and externally is critical to success.



## About SECADA

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The South Eastern Consortium Alcohol and Drug Agencies (SECADA) will provide alcohol and other drug (AOD) services in the South Eastern Catchment. The consortium comprises five experienced organisations with a united commitment to providing opportunities for change and growth in the catchment by reducing AOD use, improving physical and mental health, and reconnecting people to their families and the community. Individually and collectively the organisation takes an evidence-based service approach and a holistic recovery focus. Each consortium partner has a long history of providing high-level specialist AOD services in the catchment and has extensive experience with the client group, including those with co-occurring mental and physical health issues and complex social and forensic needs.

## About the position

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The Kickstart facilitator/coordinator is responsible for the provision, delivery, and co-ordination of Kickstart G24 and G42 group programs and individual Kickstart treatment IP8 or IP15 for forensic AOD clients on parole or a community-based order.

The Kickstart program is designed for moderate to high risk male offenders who are required, as a condition of their parole or community-based order, to participate in drug and alcohol treatment.

Clients are referred to the Kickstart program via Corrections Victoria following an ACSO assessment process. The Kickstart coordinator/facilitator will provide 20- 25 calendar appointments to ACSO Coats for Kickstart client inductions 4 weeks prior to program commencement. Kickstart groups are scheduled by the Kickstart facilitator/coordinator after completion of induction assessments, clients are then allocated according to group suitability into Kickstart G42 or G24 groups or individual Kickstart treatment as per the induction assessment process and clinical guidelines.

## Key responsibilities

### Provision of treatment services

- Complete the number of required Kickstart Induction Assessments as per commencement of each Kickstart group, usually 20-25 induction appointments prior to each group, utilising the Caraniche Kickstart Induction Assessment forms including the signed consent to share and signed Caraniche Confidentiality Agreement
- Complete Kickstart client induction assessments as per Kickstart clinical guidelines
- Schedule, coordinate, and deliver the required number of Kickstart groups per week, per financial year as per DHHS funding agreement
- Facilitate each required number of Kickstart G42 group sessions 2-3hr in total and G24 group sessions 3hrs in total as per DHHS agreement with a maximum of 15 clients per group
- Provide Individual Kickstart treatment sessions IP8, IP15 as per clients induction assessment if not suitable for group
- Provide bridging support via phone to clients waiting for Kickstart treatment



- Review prepare and tailor the Kickstart session content as suited to each particular Kickstart client group
- Attend clinical review meetings with fellow Kickstart facilitators to discuss group dynamics and individual client presentation in the groups and client assessments regarding suitability for the Kickstart program
- Facilitate secondary consultations to Office of Corrections and Corrections case managers relating to clients' treatment and attendance
- Support and provide guidance to other Kickstart facilitators
- Close co-ordination with consortium partners who provide Kickstart facilitation
- Facilitation of groups after hours.

#### Networking

- Liaise with key stakeholders such as Caraniche, DHHS, Corrections and Justice Health and attend meetings as required to establish and maintain collaborative working relationships
- Maintain Collaborative working relationships with Consortium Agencies.

#### Administration

- A high standard of documentation which complies with accountability structures according to professional, legislative, service contractual obligations and organisational standards
- Ensure data entry & ACSO reporting is accurate, up to date with all relevant information included, ensuring attention to client attendance within reporting time frames
- EPISOFT/Penelope data entry & relevant reporting is accurate and up to date within reporting time frames
- Record and collect data for key stakeholders according to agreement
- Complete Reports as required for Caraniche, DHHS and Justice Health
- Client files and electronic records are appropriate, accurate and up to date, with all relevant information included
- Maintain statistics and data as required by the funding body
- Where required, attend weekly and monthly meetings, and present a report on workload, issues related to the effectiveness of the service, training etc
- Ensure that new TaskForce Kickstart facilitators are adequately inducted into program
- Promote and develop processes that encourage effective collaboration between facilitators and other agencies that work with TF in the delivery of Kickstart in the SE
- Ensure risk management strategies for Kickstart clients are implemented and reviewed regularly
- Ensure that Kickstart ACSO TCA's are submitted in a timely manner.



### Professional development

- As part of the annual performance review, in collaboration with the manager, identify one's own professional development needs and attend relevant training, as approved by the manager
- Participate in regular individual and group clinical supervision
- Participate in regular Team meetings as scheduled.

### Child and Young People Safety

- Follow and comply with TaskForce's Child Safety and Wellbeing Policy and TaskForce's Code of Conduct for Working with Children and Young People
- Support children and young people to feel safe and empowered in our programs and services
- Report concerns about a child or young person's safety to authorities (as per TaskForce policy).

### Diversity and Inclusion

- Follow and comply with TaskForce's Diversity, Inclusion and Equal Opportunity Policy and TaskForce's Code of Conduct
- Support the diversity priorities as outlined by the organisation
- Not engage in discrimination or harassment of any kind.

## Skills and experience

### Essential qualifications

- University qualifications in health or welfare, criminology, social work, psychology or nursing
- Certificate IV in AOD

### Essential skills and experience

- Experience in delivering group programs, with clients who present with complex needs and/or problematic AOD use
- Proven ability to work autonomously
- Proven ability in coordinating and to problem solve
- Significant experience working with complex forensic AOD or dual diagnosis clients
- Strong skills in clinical judgement and ability to make decisions in the best interest of clients and team members
- Highly developed communication and conflict resolution skills and the capacity to develop collaborative and productive working relationships with internal and external service providers and stakeholders
- Knowledge and experience working with Corrections and Justice Health clients
- Proven report writing skills.



#### Other essential attributes

- Demonstrate understanding of the importance and application of inclusive practice when working with people from diverse communities, such as cultures, genders, sexualities, bodies, abilities, spiritualities, ages and backgrounds
- Be able to self-regulate and self-monitor own behaviours, practice self-reflection at all times, display a commitment to realistically assess own personal strengths, limitations, biases, and effectiveness, and remain open to feedback and constructive criticism.

#### Desirable requirements

- Competencies in dual diagnosis

#### Terms and conditions

- The position is for a contract period ending 30 June 2024 with the opportunity to extend, subject to the continued availability of funding.
- The incumbent will be provided with a mobile phone and access to the use of a pool vehicle for business travel.
- Employment conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010 (include level if applicable).
- As an organisation with public benevolent institution (P.B.I.) status, TaskForce offers all staff the opportunity to take up generous Salary Packaging.

#### To be employed in this position a person must:

- Be prepared to travel between the sites to meet the requirements of the job and to work out of various partnership locations
- Undergo a Police Check and a Working with Children Check. Offers of employment are subject to the results of these checks
- Hold a current driver's license
- Be eligible to work in Australia
- Familiarise themselves with, and observe all TaskForce business, community, therapeutic and human resources policies, procedures and practices
- Complete the TaskForce Online Induction within the first week of employment
- Participation in family violence identification and risk assessment training
- Comply with and support TaskForce's commitment to Diversity and Inclusion and Child Safety as detailed in this position description
- Follow TaskForce's codes of employee conduct, promote the interests and reputation of the agency and refrain from acting in way that would conflict with the best interests of TaskForce.

