**POSITION DESCRIPTION**

**PAKT Program Facilitator (Arty Pizza Party)**

<table>
<thead>
<tr>
<th>Program:</th>
<th>Parents and Kids Together (PAKT)</th>
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<tbody>
<tr>
<td>Award, Grade and Level:</td>
<td>SCHCADS 2010; Colony 47 Inc. EA 2017 Schedule A</td>
</tr>
<tr>
<td>Employment Conditions:</td>
<td>Part Time</td>
</tr>
<tr>
<td>No. Direct Reports:</td>
<td>Nil</td>
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<tr>
<td>Reports To:</td>
<td>PAKT Coordinator</td>
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<tr>
<td>Location:</td>
<td>Hobart</td>
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<tr>
<td>Revision Date:</td>
<td>February 2019</td>
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**Position Objectives**

The objectives of the position are to support, engage and listen to the young people aged 12-15 years at Colville Place using an art-based approach. This also includes strengthening relationships with their family, their school and their community, utilising an action research framework.

The primary focus of this role is to facilitate the ‘Arty Pizza Party’ program at Colville Place. This program sits within the pool of activities facilitated by PAKT.

**Program Objectives**

PAKT is funded by the Department of Social Services and works with young people to create positive supportive relationships with their parents/carers and a positive culture in support of a young person’s education.

The Arty Pizza Party initiative is funded by Colville Place (Colony 47) to support and listen to the residents and provide them with an artistic outlet that is targeted towards making the accommodation feel more like home.

**Organisational and Working Environment**

Colony 47 is dedicated to support people to achieve their goals in life. We are committed to upholding our Vision of “a thriving, connected and diverse community where no-one is left behind”.

To be successful in our dealings with our colleagues and community all employees are required to act in accordance with the organisation’s Values – People First; Engaging; Leading and Creating a Legacy; Learning and Growing; Grounded and Real; and Happy, Healthy and Having Fun.

**Code of Conduct**

All employees of Colony 47 must abide by the Colony 47 Code of Conduct.

**Health and Safety:**
All employees of Colony 47 must be aware of and comply with requirements of the relevant Workplace Health and Safety legislation and associated regulations. This includes taking responsibility for your own health and safety and that of others in the workplace and complying with Colony 47 work health and safety policies and procedures.

Annual Performance Review

An annual performance review will be conducted using the Colony 47 Performance Management Process and is based on the Position Description. Work Review Records will be conducted at interim periods. The successful completion of both these processes are the responsibility of the employee and their manager.

Enterprise Bargaining Agreement

Employees are covered by the Social, Community, Home Care and Disability Industry Award 2010 and the Colony 47 Enterprise Bargaining Agreement 2017.

Level of Responsibility and Supervision

The Arty Pizza Party Facilitator is responsible to the PAKT Coordinator and works under the general supervision of the Coordinator and/or other PAKT and Colville Place employees.

Key Tasks and Duties

Service Delivery:

- Facilitate art-based group work programs to residents at Colville Place with the aim of supporting and listening to them, engaging them in strength-based discussions and artistic activities;
- Utilise an approach that leverages Advantaged Thinking and Action Research in group work with the residents of Colville Place;
- Ensure group work sessions are well prepared and have utilised as many recyclable materials as possible;
- Model respectful communication and interactions including non-verbal communication;
- Develop and maintain positive working relationships with Colony 47 staff and the community;
- Contribute to the maintenance of a safe working environment;
- Ensure completion of administrative tasks such as maintenance of documentation, filing, data collection and collation, and assisting with the preparation of reports and service correspondence;
- Actively participate in peer support/review sessions in a strengths-based manner with PAKT team members;
- Any other tasks that are required within the role, such as backfill for PAKT school/centre-based programs if/when required.

Organisational and Team-based Responsibilities:

- Exercise consistent high levels of discretion and professional judgement;
- Work with integrity, compassion and respect for others;
- Contribution to a positive, respectful and healthy team environment through:
  - Role modelling the Colony 47 Values and Code of Conduct;
  - Recognising and appreciate the diverse perspectives, experience and contributions of our stakeholders;
Position Requirements

Knowledge:

Comprehensive understanding of strength-based community development and the issues associated with developing and sustaining early intervention relationship support services. Comprehensive knowledge of group work, action research and evaluation.

Ability to acquire comprehensive knowledge, application and/or understanding of the aims and philosophy of:

- The Funding Body Objectives;
- Relevant government programs and policies affecting young people;
- Well-developed computer skills including a range of software packages on Microsoft Office.

Qualifications:

- Successful completion of a relevant Degree; or
- Associate Diploma with relevant experience; or
- Relevant certificate with relevant experience.

Experience:

- Experience working with children (12-15 years) and/or their families including a broad understanding of the challenges, barriers and their implications for this client group;
- Strong knowledge of group work, action research and evaluation;
- Experience in working in an environment of confidentiality, privacy and a high level of accountability;
- Experience in and commitment to strengths-based, advantaged thinking and person-centred practices.

Additional Requirements:

- Maintain a full Tasmanian driver’s licence;
- Maintain a satisfactory National Police Check;
- Maintain a satisfactory Tasmanian Working with Vulnerable People card;
- Ability to work between the hours of 9am and 8pm.

Key Selection Criteria

1. Experience in designing and delivering group work programs to young people and/or their families and a demonstrated ability to work with children aged 12 to 15 years in a positive and effective manner;

2. Highly developed interpersonal skills;

3. Experience working successfully with people from a diverse range of backgrounds;
4. Highly developed written and analytical skills including action research, evaluation and report writing;

5. Demonstrated ability in both self-management and working within a small team;

6. Demonstrated ability to develop strong working relationships with key stakeholders and contribute to building a positive reputation of the program/organisation;

7. Demonstrated ability to work in line with Colony 47’s Values and Code of Conduct and holding others to the same high standards you hold yourself.