

## Coordinator – Healing and Support Program Marist Brothers



- Meaningful and rewarding opportunity
- Dynamic and varied role
- Flexible part-time position (2 days/week)

Newly created role providing personal and administrative support to members of the Marist Brothers' Professional Standards team.

The **Marist Brothers** is a large faith-based organisation within the Catholic Church who are signatories to the protocols developed by the Australian Catholic Bishops Conference and Catholic Religious Australia, called *Towards Healing and Integrity in Ministry*. The Institute of the Marist Brothers also has its own document that establishes mandated practice in regard to Child Protection.

This part-time position (two days per week) reporting to the Vice Provincial through the Professional Standards Officer will be responsible for the day to day administration and case management of the pastoral response to those who have been affected by child sexual abuse. The role will be carried out in accordance with the Marist Brothers' Mission, Vision and Values and its Code of Conduct and Ethics.

The Coordinator must be able to establish and maintain a safe, collaborative environment within which clients are supported through the various stages of healing and recovery following complex traumatic events.

### Key Responsibilities:

- Receive and follow up on referrals from Professional Standards personnel, external agencies, and from clients
- Initiate contact with clients, including home visits
- Ongoing case management; needs assessments, advise, support, complaint handling, follow up, etc.
- Develop relationships with other services and professionals nationally for client referral as requested and manage follow up on referrals
- Develop relationships with legal teams involved in client compensation cases
- Oversee evaluation of the pilot project
- Attending weekly team meetings and providing monthly reports to the Vice Provincial

### Qualifications and Competencies Required:

- Understanding and support of the Mission of the Catholic Church and Marist Brothers
- Possession of tertiary qualifications in Social Work, or related disciplines (Including registration or accreditation as required by relevant professional bodies)
- Demonstrated expertise and at least five years' experience working with persons affected by child sexual abuse, including their families
- Have sound assessment and case management skills
- Capacity to develop and maintain networks of support and expert resources for persons affected by child sexual abuse

- Demonstrated ability to operate in an environment of confidentiality and information protection
- Experience in developing services based on needs and feedback of clients and other stakeholders
- Ability to gain an understanding of processes – both Marist and legal - in relation to civil claims
- Understanding of the *Towards Healing* processes
- Understanding of Child Protection legislation and practice
- Demonstrated experience and skill in promoting an understanding of professional boundaries and professional conduct
- Budget management skills
- High level oral and written skills
- Understanding of Workplace Health and Safety procedures
- Commitment to EEO, cultural diversity and ethical practice
- Competent computer skills – including MS Outlook, Excel, Word
- Current unrestricted NSW driver's licence

**Key Performance Areas:**

- Develop and maintain services that support persons affected by sexual abuse
- Develop and maintain networks of support and expert resources for clients
- Professional advice and consultation
- Maintain up to date knowledge in the field of supporting clients who have experienced childhood sexual abuse
- Contribute positively to the performance and functioning of the Marist Healing and Support Service

The successful candidate will be offered a competitive remuneration package within a professional, experienced and caring team and with educational and professional development opportunities.

Applications and queries can be directed to:

Anthony Micallef  
HR & Policy Officer  
T: (02) 9218 4000  
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**Applications close on 9 September 2016.**