

Position title	Facilitator Making a Change (MAC)		
Position holder	Vacant		
Program	Mental Health & Behaviour Change		
Funded by	Ballarat Community Health		
Based at location	Stawell or Horsham		
Responsible to	<ul style="list-style-type: none"> • Program Leader Mental Health & Behaviour Change • Manager Mental Health & Wellbeing • General Manager Community Services • Chief Executive Officer 		
Direct reports	<ul style="list-style-type: none"> • Nil 		
Award	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022		
Classification	SACS Level 3.1 to Level 4.1		
Hourly rate	\$37.35 to \$43.08	Annual	\$59,043 to \$68,101
Status	Part time		
Hours per week	30.4		
PD last updated and approved by CEO	January 2025		

Position summary

The Making a Change (MAC) Program has been funded by the Department of Families, Fairness and Housing to enable local rural and regional community access to Alcohol and Other Drug day rehabilitation. Ballarat Community Health (BCH) is the lead agency in the Grampians region for the MAC Program which it operates in partnership with Grampians Community Health (GCH) and Ballarat Neighbourhood Centre (BNC).

The MAC Program is a structured, group-based Non-Residential Alcohol and Other Drugs Community Day Rehabilitation Program for adults. The Program aims to:

- Facilitate behaviour change interventions to assist individuals to reduce or cease harmful substance use.
- Assist clients to establish healthier lifestyles free of problematic substance use.
- Support people primarily living in the Grampians/Wimmera regions, but is open to others.
- Provide successful alcohol and other drug interventions in a non-residential setting.

The MAC Program Facilitator is responsible for ensuring community access to the MAC Program across the Grampians and Wimmera Region and ensuring the delivery of high quality and consistent community day rehabilitation services.

Key responsibilities

In collaboration with other MAC Program Facilitators, share the following key responsibilities:

1. Coordinate all aspects of the planning, implementation and reporting of the MAC Program.
2. Conduct individual assessments of clients entering the program and determine most appropriate course of support.
3. Delivery of a structured group-based program with strict adherence to program facilitator guidelines.

4. Ongoing active promotion of the program through a wide range of channels.
 5. Maintain accurate data collection and reporting with strict adherence to internal and external reporting requirements.
 6. Ensure that all aspects of program planning and delivery are inclusive, safe and accessible.
 7. Work in a way that promotes a culture that is consistent with the GCH and BCH values.
 8. Ensure the delivery of the program content is monitored for consistency and quality along with ongoing evaluation to ensure the program is meeting the needs of the target group.
 9. Provide supervision and support to students as required.
 10. Other duties commensurate with current skills and experience as agreed with the Program Leader, Manager, General Manager or the Chief Executive Officer.
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Key selection criteria

Qualifications

- Minimum qualification Diploma of Community Services or other relevant higher qualifications.

Mandatory:

- Certificate IV in Alcohol and Other Drugs, or willingness to complete.
- Demonstrated experience facilitating group programs and managing group dynamics, including awareness of cultural diversity and safety.

Desirable

- Ability to work cohesively with the other MAC Facilitators.
- Demonstrated knowledge and understanding of the complexities of alcohol and other drug issues.
- Experience and knowledge of working with diverse individuals and communities, including working with involuntary clients.
- Demonstrated understanding of addiction and the principles of harm minimisation.

Demonstrated skills and experience:

- Demonstrated attention to detail with well-developed administrative and organisational skills to effectively manage high volumes of work and determine priorities, meet targets and deadlines.
- Ability to maintain confidentiality at all times.
- Demonstrated knowledge and application of computer software, including Microsoft Office and the Internet.
- High level verbal and written communication skills that enable effective and appropriate communication with a broad range of people at all levels.
- Demonstrated ability to contribute to positive workplace culture and practices.

Licences and registrations

- Current Victorian driver licence
- Current National police check (less than 3 months old)
- Current Employee Working with Children Check

Personal attributes

- Empowering
- Professional
- Inclusive
- Courageous
- Compassionate

Conditions of employment

This position is ongoing and is subject to successful completion of a six-month probationary period

And requires the following checks:

- Satisfactory police check
- Employee Working with Children Check

Note: Checks must be obtained and provided prior to commencement as a condition of employment at Grampians Community Health. Where check results are unsatisfactory in relation to the role to be carried out, the offer of employment will be withdrawn.

Required training

- Cert IV in AOD
 - MARAM Brief and Intermediate
 - Sentiont online learning management system courses as required.
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Employee acceptance of position:

Employee signature

Vacant

Date
