

Job Description	Men's We Can Together Program Facilitator
Division:	Business Services and Programs
Reports to:	Program Coordinator / Business Services and Programs Director
Direct Reports:	
Award / Agreements	Common Law Contract of Employment NES Fair Work Conditions
Approved by CEO	Reviewed and Endorsed by CEO – 24/04/2025

1. MISSION STATEMENT

GRAMS mission is to provide high quality and progressive health care to Aboriginal people.

2. POSITION PURPOSE

To support and engage local Aboriginal men in the **Men's We Can Together Program**, providing culturally appropriate assistance to enhance community involvement, personal growth, and program success.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity. Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Customer Focus and Confidentiality throughout the course of their duties.

3. KEY CUSTOMER AND STAKEHOLDER RELATIONSHIPS

EXTERNAL

- Engages with Indigenous men in the community to connect them with available programs and services.

INTERNAL

- Maintains close working relationships with other officers and team members of GRAMS.
- Given the range of tasks, this position has contact with most Aboriginal Community members.

4. RESPONSIBILITIES OF THIS POSITION

Key Result Area	Position Responsibilities
Boulevard	<ul style="list-style-type: none"> Team Collaboration – Work within a team environment, supporting colleagues and program initiatives. Help gather referrals, ensuring planning, developing, implementing, monitoring and evaluation of program to promote health improvement. Community Engagement & Recruitment – Encourage local Aboriginal men to join the program through self-referrals and

	<p>outreach efforts. Assist clients attend appointments for activities such as CADS, DCP and reporting.</p> <ul style="list-style-type: none"> - Participant Support – Provide guidance and engagement for men within the program, ensuring their active participation. Leading, supporting, or cooperating in multi-agency projects to promote a health context or social environment. <p>Outreach & Promotion – Attend community events to promote the program, distribute resources, and deliver key messaging.</p> <p>Program Co-facilitation – Provide support to Program Coordinator in preparation for program deliver. Assist in preparation of Tea breaks and Lunch. Take case notes of all clients and always maintain confidentiality.</p> <ul style="list-style-type: none"> - Attendance & Availability – Be available four days a week when the men’s program is in session. Provide advice and resources to other agencies, such as schools and local communities. <p>Home Visits & Follow-Ups – Ensure you maintain men’s correct addresses and attend home visits, for program reminders, and participant follow-ups.</p> <p>Cultural Connection – Support ongoing engagement through cultural connection activities and regular group sessions (attending Men’s camp).</p> <p>Camps & Retreats – Participate in men’s Connection to Country camps. Maintain and help pack men’s accessories for mens camp.</p> <ul style="list-style-type: none"> - Professional Development – Attend approved training to enhance skills and knowledge. <ul style="list-style-type: none"> - Facility Maintenance – Assist in maintaining a clean and welcoming program space. - Reporting & Reflection – Submit monthly reports detailing program outcomes, personal involvement, and professional growth. - Supervision & Guidance – Report directly to the Program Coordinator for ongoing support and development.
<p>PROFESSIONAL DEVELOPMENT</p>	<ul style="list-style-type: none"> - Uses self-assessment and peer review to regularly assess own competence.

	<ul style="list-style-type: none"> - Participates in performance management using the GRAMS Performance Appraisal Process. - Maintains skills in CPR and other relevant first aid as required.
OTHER	<ul style="list-style-type: none"> - Perform other duties as required or requested by GRAMS CEO or Business Services & Programs Director. - Participates in continuous quality improvement activities and applies quality improvement principles to all duties performed. - Attends workshops and training as required. - Attend and participate in Staff Development Days. - Identify and assist to reduce Work Health & Safety hazards and risks. - Follow the reasonable direction of Work Health & Safety representatives. - Contribute to the achievement of the objectives of GRAMS by providing a positive work environment.

5. COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role.

JOB SPECIFIC COMPETENCIES

General skills, experience and knowledge

ESSENTIAL:

- Tertiary qualification in Psychology, Criminology, Social Work or Counselling
- Knowledge of Aboriginal culture, health and related issues and the ability to work effectively with the Aboriginal people of Geraldton, Midwest and the Murchison regions.
- Demonstrated knowledge of or experience with working with government and non-government health agencies and services.
- The ability to understand and empathise with the social and health issues that impact on Aboriginal people.
- An ability to communicate effectively with Aboriginal people and de-escalate concerning behavior.
- Ability to work independently and as part of a team.

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- Highly effective communication skills (interpersonal, verbal and written).
- Training and Assessment Certificate or working towards

6. Support & Training

Further **cultural and professional development** will be provided to ensure growth in program responsibilities within a **culturally safe** environment.

DESIRABLE

- Previous experience in the role as a Health Promotion Officer or similar position.
- Experience working in rural health regions.
- Basic computer skills.

PRACTICE REQUIREMENTS

- You need to obtain a Police Clearance.
- A current Working with Children Clearance or able to obtain one.
- A current unrestricted vehicle driver's license.
- You can be tested for having used drugs at any time.

I certify that I have read and understood the responsibilities assigned to this position.

Name	
Signature	
Date	