

Position Title	Program Coach, Transform Lives Program
Group/Portfolio	Arts, Education and Law / Griffith Criminology Institute
Classification	Clinician Level 1 or Level 2
Position Number	00063802
Reports To	Program Manager, Transform Lives Program
Employment Type	Fixed Term

1.0 Position Purpose

The Program Coach position is a key client facing role in the Transform Lives Program, within the Transforming Corrections to Transform Lives (TCTL) Centre. This Centre is housed in the Griffith Criminology Institute. A team of Program Coaches will work in partnership with each other and under the direction of a Program Manager to support transformation in the lives of mothers in prison and their children.

The aims of the TCTL Centre are to:

1. Co-create change to better support incarcerated mothers and their children to:
 - Break cycles of disadvantage and offending
 - Live in safety with dignity and fulfillment
2. Empower the social services sector, through collaboration, to engage in integrated service delivery
3. Co-create an evidence-base for sustainable system change and program effectiveness to drive long-term government adoption of the TCTL model.

Under the direction of the Program Managers and TCTL Centre leadership team, the Program Coach will deliver a new model of care that provides mothers with sustained, multi-modal support both during their prison sentence and for up to three years post-release. The Program aspires to ensure that mothers are provided with continuity of care until they have sufficient stability and are sufficiently empowered to continue meeting their needs, improving their own lives, and supporting the positive development of their children.

2.0 Eligibility Requirements

- Identify as an Aboriginal and/or Torres Strait Islander person.
- Possession of a Blue Card, unless otherwise exempt.
- Possession of a valid driver's licence for Queensland.
- Completion of relevant certificate and/or diploma course in community services or a related discipline, and/or experience in providing case management support and interventions with Aboriginal and/or Torres Strait Islander peoples and/or communities.

- Completion of an undergraduate degree in social work or psychology or a related discipline is highly desirable.

To perform this role, it is essential that the person who holds the position be an Aboriginal and/or Torres Strait Islander person. It is therefore a genuine occupational requirement under section 25 of the Anti-Discrimination Act 1991 that applicants are Aboriginal and/or Torres Strait Islander people.

Griffith University accept three working criteria as confirmation of Aboriginal or Torres Strait Islander heritage. All must apply. These are:

- being of Aboriginal or Torres Strait Islander descent
- identifying as an Aboriginal or Torres Strait Islander person
- being accepted as such by the community in which you live, or formerly lived.

3.0 Key Responsibilities

- Implement the trial of the Transform Lives Program in Queensland women's correctional centres and in the community, including the implementation of individual and ongoing case planning and support for mothers and their children.
- Draw on emerging best practice in working with families of prisoners, families with complex needs, and First Nations families, to provide mothers and their children with continuity of support, proportionate to needs, during custody and for up to three years after the mother returns to the community.
- Carry a caseload of families in the Transform Lives Program (up to approx. 16 families).
- Prepare high quality initial and progressive assessment documents and identify and respond appropriately to the needs of mothers and their children.
- Ensure security, maintenance, accuracy, access, and appropriateness of documentation and assessment for appropriate TCTL staff and approved internal and external authorities.
- Identify existing and assist with the development of new programs that can engage mothers in skill building (including parenting programs, communication skills, resume and job interviews preparations, and general life skills training as needed).
- Identify existing and assist with the development of new programs to support children experiencing maternal incarceration.
- Develop and maintain strong and productive relationships with key stakeholders and service providers in the community to support the work of the Transform Lives Program.
- Participate in communities of practice and/or training and educational activities with relevant stakeholders to promote and enable holistic case planning, information sharing, and professional development.
- Work collaboratively with correctional centre staff and relevant staff within other government departments and service providers to achieve positive outcomes for mothers and their children.
- Support the collection of relevant research and evaluation data required to establish the effectiveness of the Transform Lives Program.
- Provide crisis clinical interventions to women and children outside the business operating hours of the program on a rotational on-call schedule.

- Lead and promote compliance with relevant TCTL agreements, legislation and University policies and procedures, including research ethics, equity, and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics, and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).