

Project Facilitator

Central Office

Level 2, 39 East Street, Rockhampton, QLD, 4700

Telephone: 07 4994 1644



Carers Queensland provides a range of support services to caring families and aims to improve the quality of life for all caring families throughout Queensland.

The person who is successful in this position needs to share the values and philosophies of Carers Queensland and fulfil all legal and statutory requirements associated with this role.

Project Facilitator	
Reports to	Team Leader, Central Office
Direct reports	Nil
Indirect reports	Nil
Hours of employment	20 hours per week
Contract length	5 March 2018 contracted to 7 December 2018 (40 weeks)
Salary Award Level	Level CSW 5.1 of the Transitional Pay Equity Order (TPEO) dated 1 December 2012

1. Purpose of the Position

Young Carer Rockhampton program is a structured, group-centred Evidence Based Program working with young carers and siblings aged 13 years and over through the FRIENDS YOUTH program in the Capricorn region. Additional workshops for family members are also an important part of the program.

This program works on resilience, self-esteem, emotional skill development, positive self-regulation and awareness, proactive thinking skills, problem solving and coping skills, appropriate self-care and developing safe and supportive networks.

This position will work directly with young carers & siblings aged 13 years and over and their families using the Friends Youth program, an 8 week program, including monthly sessions for Rockhampton and Biloela along with delivery of educational sessions to Community Organisations, High Schools and Education & Government Departments.

2. Main Activities

- Preparation and delivery of the Friends Youth programs
- Preparation and delivery of Family Collective workshops
- Delivery of education sessions to Schools, Community Organisations, Education & Government Departments
- Organise venues and catering for meetings & events as required
- Maintain appropriate administrative records as per the policies and procedures of Carers Queensland
- Ensure evidenced based data is recorded and maintained for funding bodies
- Referrals of clients to internal and external parties when required
- Participate in Carers Queensland office activities and events as required by Team Leader

3. Performance targets

Performance targets will be determined by the Manager, Client Services and Team Leader in consideration of the following:

- Requirements of the funding body
- Consistency with Carers Queensland Strategic Plan and the Operational Plan

4. Grading level

CSW 5.1 of the 'Transitional Pay Equity Order' (TPEO) dated 1/12/2012