



Position Description

Position Title:	Families First – Parenting Assessment Skills Development Worker
Salary & Conditions:	FamilyCare Enterprise Bargaining Agreement
Department:	Child and Family Services
Direct Report To:	Program Leader
Responsible For:	Provision of Support to Infants, Children, Young people and their Families
Performance Review:	At three months, then annually thereafter.

FamilyCare Vision

Strong, resilient families and communities.

FamilyCare is one of regional Victoria's largest and most progressive community service organisations, with offices across five Local Government Areas: Greater Shepparton, Mitchell, Murrindindi, Strathbogie and Moira. FamilyCare's activities include child and family services, men's services, carer and disability support programs and community development.

Key Selection Criteria

1. Qualifications

Essential

- Bachelor of Social Work or other tertiary qualification relevant to social welfare practice.
- Minimum two years' case management experience, including expertise in working with infants, children and young people at risk.

Desirable

- Further qualifications in Nursing or Early Childhood development.

2. Skills, Knowledge and Experience

Essential

- Experienced in working with vulnerable families, including capacity to engage clients and establish an effective professional relationship to bring about change.
- Knowledge and experience in a range of relevant intervention strategies and frameworks including strengths based solution focussed approaches.
- Excellent written, verbal and report writing skills.
- Well-developed skills in formulating recommendations to address child safety and wellbeing concerns.

- Experience addressing :
 - Children’s developmental needs
 - Child abuse and neglect
 - Risk and safety
 - Parent capacity
 - Skills development
 - Trauma informed practice.

- Administration and organisational skills, including strong computer literacy.
- Understanding of relevant legislation in particular the Children Youth and Families Act 2005 Child Wellbeing and Safety Act 2005.

Desirable

- Willingness to work across flexible weekday hours to meet the needs of infants, children and families
- Participation in an after-hours on call roster

3. Families First – Parenting Assessment Skills Development Worker – Information

Aim of Service

Families First/ Parenting Assessment Skills Development (PASD) provide an intensive in-home family intervention service to work with families to address identified protective concerns and enhance family functioning.

Referrals are only accepted from the Department of Health and Human Services - Child Protection, for infants, children and young people under 18 years deemed at risk.

The service has three modules:

- Placement Prevention with the aim of preventing Out of Home Placement.
- Reunification whereby infants, children or young people are returning to parental and/or kinship care (Out of Home Care for under three months).
- PASD, the infant (zero to two years) is involved with Child Protection and assessed to be at high risk and there are concerns regarding the parent’s ability to provide care for the infant.

Families First/PASD workers work collaboratively and in partnership with the protective manager the Department of Health and Human Services, Child Protection Unit Practitioner.

4. Key Performance Responsibilities

4.1 Service Delivery

- Conduct in home assessments identifying needs, strengths and risk in families and individuals.
- Provision of therapeutic casework in partnership with children and families to improve and/or address safety and stability.

- Work collaboratively with the Child Protection Unit and other key stakeholders and professionals in the best interests of the child.
- Participation in weekly care plan meeting with the Child Protection Unit regarding progress of children and parent/carer in addressing protective concerns.
- Establish a working relationship with children and families which demonstrates respect and honest communication, particularly in relation to protective concerns and consequences.
- Provide final recommendations and report to the Child Protection Unit.
- Maintain program administrative requirements including maintenance of comprehensive case notes.
- Conduct quality improvement activities including the development of program plans, case reviews, and implementation of evaluation mechanisms and monitoring of client and stakeholder satisfaction.

4.2 Data Collection and Reporting

- Complete data collection requirements.
- Internal reports to Program Leader.
- Complete high quality written reports.

4.3 Quality Improvement and Evaluation

- Meet occupational health and safety requirements.
- Ensure that relevant policies and procedures are followed.
- Participate in regular supervision activities and appraisal.
- Identify training needs in consultation with supervisor and attend professional development as deemed appropriate.
- Be aware of and meet relevant Quality Management System responsibilities.
- Participate in relevant evaluation activities.
- Be aware of FamilyCare's responsibilities to contribute to children's safety and wellbeing and report any concerns about abuse and neglect to a supervisor or manager.

5. Current and Valid checks:

- Drivers licence.
- Police check.
- International police check when applicable.
- Working with Children Check.

6. Other Information

- Salary packaging is offered within prescribed guidelines.
- All staff and volunteers must abide by a Code of Conduct.
- FamilyCare is committed to:
 - Ensuring the safety of children.
 - Respecting diversity and
 - Providing a workplace free from discrimination and harassment.