



## Position Description

<b>Position Title:</b>	Child and Family Worker - Intensive
<b>Salary &amp; Conditions:</b>	FamilyCare Enterprise Bargaining Agreement
<b>Department:</b>	Child and Family Services
<b>Direct Report To:</b>	Program Leader
<b>Responsible For:</b>	Provision of support to Children and Families
<b>Performance Review:</b>	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.

### 2. Skills, Knowledge and Experience

#### Essential

- Knowledge and understanding of the Children Youth and Families Act including Best Interest Case Practice framework and model.
- Experience working in the Child and Family Services sector with knowledge of the Child Protection system.
- Understanding the principles and practice of effective risk assessment and case management.
- Understanding privacy and confidentiality obligations
- The ability to work with a diverse range of people.
- Experience with Microsoft office and other data base systems.
- Ability to multi task and adapt to change.
- Ability to work flexible hours to respond to identified family support needs.
- Understanding trauma informed practice.
- Experience of and competence in providing a range of interventions to vulnerable families and children.

### **3. Child and Family Worker - Intensive – Information**

#### Aim of Service

Intensive Family Services response is for families whose children are subject to Family Preservation or Family Reunification Orders. The intent is that Family Services will work intensively with families in partnership with Child Protection (and other services where required) to achieve Child Protection case plan goals. Child Protection will retain case management responsibility. Family Services will support families to meet case plan goals by promoting child safety, development and permanency, increasing parenting capacity and improving family functioning.

### **4. Key Performance Responsibilities**

#### **4.1 Service Delivery**

- Provide up to 200 hours of intensive family work with each client family.
- Increase engagement with families to promote safety, stability and child development.
- Work collaboratively with other services and in particular with Child Protection.
- Participate in the after-hours on-call roster where negotiated.
- Contribute as a member of a care team or professional network to support case planning and ongoing risk assessment.
- Work intensively with children and families, delivering effective interventions that increase parenting capacity, improve family functioning, achieve child safety, and enhance conditions for child development with the aim of achieving better outcomes for children.
- Establish and maintain an effective and collaborative working relationship with Child Protection staff and other relevant stakeholders.

#### **4.2 Data Collection and Reporting**

- Meet electronic data collection requirements.
- Provide internal reports to the Program Leader.
- Maintain accurate and comprehensive data and records, documenting practice approaches and interventions, including records required to be maintained under legislation or funding agreements.
- Maintain program administrative requirements including maintenance of comprehensive case notes.

#### **4.3 Representation and Advocacy**

- Identify gaps in services available to clients and advocate on their behalf.
- Actively network locally and regionally to raise awareness and knowledge of the Child and Family Services' programs and the issues affecting children, young people and families.
- Attend internal program and team meetings.
- Promote the development of community networks for families, promote strong cohesive communities and encourage partnerships with professional services and community groups

#### **4.4 Community Development and Education**

- Provide consultation to other community agencies and professionals to assist their ability to deliver services to children, young people and families.
- Promote a broader understanding of relevant State and Federal legislation that impacts upon children and family welfare including the Children, Youth and Families Act 2005 and the Child Wellbeing and Safety Act 2005.

#### **4.5 Quality Improvement and Evaluation**

- Meet occupational health and safety requirements.
- Conduct activities to measure the effectiveness of interventions applied.
- Ensure that relevant policies and procedures are followed.
- Participate in regular supervision activities and appraisals.
- 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.
- Provide guidance where required on FamilyCare's responsibilities to contribute to children's safety and wellbeing and action reports of neglect or abuse.

#### **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.