



## Position Description

<b>Position Title:</b>	Child and Family Worker
<b>Salary &amp; Conditions:</b>	FamilyCare Enterprise Bargaining Agreement
<b>Department:</b>	Child and Family Services
<b>Direct Report To:</b>	Program Leader or Senior Worker
<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

- Experience working in the Child and Family Services sector.
- Understanding of privacy and confidentiality obligations.
- Skills and understanding of the issues related to families, children and young people in the areas of:-
  - Family functioning
  - Parent/child relationships
  - Parenting skill development
  - Child and adolescent development
  - Household management
  - Trauma informed practice.
- Able to undertake casework practice with an emphasis on family and individual functioning, assessment, counselling, case planning, and parent education.
- Knowledge and understanding regarding the theoretical perspectives underpinning this role including an understanding of family dynamics, life stages, and child and adolescent development.

- High level of interpersonal and communication skills, including the ability to communicate, negotiate, and liaise with a range of professionals and community services.
- The ability to work as part of a team.
- Skills using Microsoft office and other data base systems.
- Time management skills.

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

#### Aim of Service

Child and Family Services works with families where there are children up to 18 years of age. The program aims to enhance family, child, and young peoples health and well-being, to help prevent child abuse and neglect and to support the family through major life transitions and times of difficulties. We utilise a strength-based approach in supporting families to achieve their goals and work in alignment with the best interest's framework.

A range of approaches from brief, early intervention and prevention, through to more intensive, long term support are provided to assist families to develop or enhance their ability to provide a safe and nurturing environment for children.

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

#### **4.1 Service Delivery**

- Conduct client assessments to determine the issues impacting upon the functioning of the family and to work with individuals and families to establish plans and set goals
- Provide counselling sessions applying the systems and strength-based philosophy of the agency, together with a wide variety of therapeutic interventions to achieve better outcomes for children individuals and families.
- Facilitate group programs as determined by the specific needs of clients.
- Utilise a range of other approaches in conjunction with the Program Leader. These may include;
  - Assertive outreach
  - Case management
  - Intensive in-home support
  - Parent education
  - Skill development.
- Participate in the after-hours on-call roster where negotiated.
- Able to take direction when necessary.

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

- Maintain program administrative requirements including maintenance of comprehensive case notes.
- Meet electronic data collection requirements.
- Provide internal reports to the Program Leader.

### **4.3 Representation and Advocacy**

- Identify gaps in services available to clients and advocate on their behalf.
- Attend network meetings and other related local forums or meetings.
- Actively network locally and regionally to raise awareness and knowledge of the Child and Family Services' programs and the issues affecting children, adolescents and families.
- Attend internal program and team meetings.

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

- Increase community awareness regarding issues affecting families and available support services through the provision of information, education and advocacy.
- Provide specialist 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.
- Prepare and participate in media items associated with the program.

### **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.
- Be aware and meet FamilyCare's responsibilities to contribute to children's safety and wellbeing and report any concerns about neglect or abuse 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.