

Position Description

Position Title	Early Years Practitioner
Salary & Conditions	FamilyCare Enterprise Bargaining Agreement
Classification	<i>(Dependent on qualifications and experience)</i> Social, Community, Home Care and Disability Services Industry Award 2010
Department	Child and Family Services
Position reports to	Team Leader
Performance Review	At six months, then annually thereafter.

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 is the main provider of child and family services in our region and in addition, we provide support to families of children with disabilities, NDIS Support Coordination and a variety of carer support options.

Vision

Strong families and communities.

Purpose

FamilyCare works with individuals, families and communities to increase wellbeing, build strengths and encourage optimism.

Core Values

The Code of Conduct reflects and supports FamilyCare's core values, which are:



RESPECT

for all people and of their right to reach full potential



EMPOWERMENT

of clients and staff to achieve individual and collective goals



INTEGRITY

actions consistent with beliefs



LEADERSHIP

on issues that impact adversely on individuals, families and community



COMMUNICATION

a commitment to open and ongoing dialogue with all stakeholders



PROFESSIONALISM

in all aspects of our work

Role Summary

Our Parent Child Program (PCP) provides early childhood support to parents who have identified that they are struggling with their infants every day care needs such as feeding and sleep. We utilise a strength-based approach when supporting families. The PCP practitioners work with families to enhance attachment, read infant cues, build parenting skills and confidence, ensure child safety, and encourage healthy development in the critical early years.

The Parent Child Program offers support and education to families through the Day Stay program, telephone support and in home support where required.

The PCP Day Stay program provides families with practical, flexible, individualised support and education over a seven and half hour session. The Day Stay program operates in Shepparton and an outreach service in Cobram and Kilmore.

Key Performance Responsibilities

Service Delivery

1. Provide education and support on early years parenting (antenatal – 4 years)
2. Facilitate parent education in the context of the day stay program.
3. Assess the needs of parents and/or caregivers who have been referred to the service.
4. Conduct and facilitate group programs as determined by the specific needs of clients.
5. Apply a range of other approaches in conjunction with the Team Leader, including:
 - a. Assertive outreach.
 - b. Intensive in-home support.
 - c. Telephone support
 - d. Parent education and skill development.
 - e. The application of brokerage funding
 - f. Referral and linkage to other services that may be required.
6. Ability to work as part of a team and take direction when necessary.
7. Willingness to work across flexible weekday hours to meet the needs of infants, children and families.
8. Undertake after hours duties when required.

Data Collection and Reporting

1. Maintain program administrative requirements including maintenance of comprehensive case notes.
2. Complete Data collection requirements.
3. Provide internal reports to the Team Leader as required.

Representation and Advocacy

1. Identify gaps in services available to clients and advocate on their behalf.
2. Attend Network meetings and other related local forums or meetings.
3. Network to raise awareness and knowledge of the Child and Family Services programs and the issues affecting infants, children, adolescents and families.
4. Attend internal program and team meetings.

Community Development and Education

1. Increase community awareness regarding issues affecting families and available support services through the provision of information, education or advocacy.
2. Provide specialist consultation to other community agencies and professionals to enhance their knowledge and skills in assessing and supporting families with children in the Early Years.
3. 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.

Quality Improvement and Evaluation

1. Meet occupational health and safety requirements.
2. Ensure that relevant policies and procedures are followed.

3. Participate in regular supervision activities.
4. Identify training needs in consultation with Supervisor and attend professional development as deemed appropriate.
5. Be aware of and meet relevant Quality Management System responsibilities.
6. Participate in relevant evaluation activities.
7. Be aware of FamilyCare's responsibilities to contribute to children's safety and wellbeing and report any concerns about neglect or abuse to a supervisor or manager.

Key Selection Criteria

Knowledge and Skills

1. Skills and understanding in the issues related to families and children in the areas of :
 - a. Child development.
 - b. Parent/child relationships.
 - c. Parenting.
 - d. Community referral pathways.
 - e. Family functioning.
 - f. Child safety and wellbeing.
2. Undertake casework with an emphasis on:
 - a. Family and individual functioning.
 - b. Assessment.
 - c. Skill development.
 - d. Parent education.
3. Knowledge and understanding regarding the theoretical perspectives underpinning various aspects of the position including an understanding of family dynamics, life stages and child development.
4. High level of interpersonal and communication skills, including the ability to communicate, negotiate and liaise with a range of professionals and community services.
5. Computer literacy including basic Microsoft Office.

Qualifications

- Tertiary qualifications and experience in Early Years or registered Nursing.

Safety Screening

All applicants are subject to a National Police History Check.

Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check.

A current Employee Working with Children Check (WWCC) card is required.

Current Australian Drivers Licence is required.

Other Information

Salary packaging offered within prescribed guidelines.

FamilyCare Enterprise Agreement has provision for salary and conditions over and above of SCHADS Award base rates.

All staff and volunteers must abide by a Code of Conduct.

FamilyCare promotes a respectful and safe workplace environment that does not tolerate or excuse any forms of violence including family violence.

FamilyCare is committed to:

- ensuring the safety of children;
- respecting diversity; and
- providing a workplace free from discrimination and harassment.