

## Position Description

|                                   |                                                                                                                                  |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Title</b>             | Child and Family Practitioner                                                                                                    |
| <b>Salary &amp; Conditions</b>    | FamilyCare Enterprise Bargaining Agreement                                                                                       |
| <b>Award &amp; Classification</b> | Social, Community, Home Care and Disability Services Industry Award<br>Classification dependent on qualifications and experience |
| <b>Hours of work</b>              | Refer to Contract of Employment                                                                                                  |
| <b>Department</b>                 | Child and Family Services                                                                                                        |
| <b>Position reports to</b>        | Team Leader                                                                                                                      |
| <b>Performance Review</b>         | At three months, then annually thereafter                                                                                        |

FamilyCare acknowledge the Yorta Yorta Nation, Taungurung, and Wurundjeri Woi Wurrung people as the Traditional Owners of the land and waterways on which we work, live and support community.

We recognise that past, present and emerging Aboriginal and Torres Strait Islanders peoples are the First Nations people of Australia.

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.

FamilyCare is committed to working collaboratively to improve outcomes for victim survivors and their children. We believe those who choose to use violence should be accountable for their actions.

FamilyCare is dedicated to fostering a positive and empowering culture for leaders, with a focus on improving client outcomes and inspiring professional growth.

## 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

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 people's 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.

## Key Performance Responsibilities

### Service Delivery

1. Conduct in home assessments identifying needs, strengths and risk in families and individuals.
2. Provision of therapeutic casework in partnership with children and families to improve and/or address safety and stability.
3. Provide flexible service delivery to meet demand and current needs within the Child and Family Services program, which may include visits outside of hours to be inclusive of all family members and address targeted issues in the active action plan.
4. Able to work across flexible weekday hours to meet the needs of infants, children and families.

### Data Collection and Reporting

1. Maintain program administrative requirements including maintenance of comprehensive case notes.
2. Meet electronic data collection requirements.
3. Provide internal reports to the Team Leader.

### Representation and Advocacy

1. Identify gaps in services available to clients and advocate on their behalf.
2. Attend internal and external meetings.

### Quality Improvement and Evaluation

1. Contribute as an effective and professional team member at all times.
2. Perform all duties in a safe manner.
3. Perform all work with a continuous improvement ethos.
4. Understand and abide by all relevant policies and procedures.
5. Participate in regular supervision activities.
6. Lead by example and in accordance with FamilyCare's values.
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

1. Sound knowledge of the issues facing vulnerable families including child development, attachment, trauma and family violence.
2. Understanding of relevant theoretical frameworks and legislation including Children Youth and Families Act 2005, the Child Wellbeing and Safety Act 2005 and Child Safe Standards.
3. Demonstrated ability to undertake casework practice using a case management approach. Knowledge and ability to undertake comprehensive child focused assessments, consultations, family and individual functioning and parent skill development.
4. Highly developed interpersonal and communication skills including demonstrated ability to communicate effectively with a wide range of people and diverse communities.
5. Well-developed administrative skills including maintaining accurate files, detailed assessments and case notes.

## Knowledge and Skills

### Qualifications

#### *Essential*

- Bachelor of Social Work or other tertiary qualification relevant to social welfare practice.

#### *Desirable*

- Minimum two years' case management experience including expertise in working with infants, children, young people and families at risk.

## Position Requirements

|                                    |              |
|------------------------------------|--------------|
| Satisfactory National Police check | Required     |
| Working with Children Check        | Required     |
| NDIS Worker Screening Check        | Not required |
| Valid Victorian Driver Licence     | Required     |

Employees 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 on commencement of employment.

Employees are required to successfully complete all mandatory competencies in accordance with the Core Competency Training register.

## 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 employees are bound to work according to the policies and procedures of FamilyCare, the Agreement and Award that provides their terms and conditions of employment and the FamilyCare Code of Conduct.

All employees must to take reasonable care of their own health and safety, as well as that of other people who may be affected by their conduct in the workplace.

All employees are required to successfully complete any assigned online competencies ongoing, as prompted. All new employees will be required to complete all assigned competencies within the first three months of employment.

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.

#### INCUMBENT STATEMENT

This Agreement can be accepted and signed electronically, with the same binding effect on the parties.

I, \_\_\_\_\_ have read, understand and accept the  
above Position Description

Signed: \_\_\_\_\_

Date: \_\_\_\_\_