

	<b>REF: JOB NUMBER: 133:2010</b> <b>Position Description</b>
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<b>Position Title: FAMILY SUPPORT / PARENTING SKILLS DEVELOPMENT WORKER</b>	
<b>LOCATION:</b> Swan Hill  <b>TENURE:</b> Permanent	<b>CLASSIFICATION LEVEL:</b> In accordance with the St Luke's Anglicare Collective Agreement 2008. SW1 Yr 5 – 7 / SW2 Yr 1 (depending on experience) \$43,641 - \$47,765 per annum (pro rata) Attractive salary packaging and tax benefits are offered with this position. St Luke's also offers an above award additional one week of leave per annum.
<b>TIME FRACTION:</b> 0.7EFT - 0.9EFT (26.6 – 34.2hours per week)	<b>REPORTING TO:</b> Team Leader Family Services Swan Hill
<b>SERVICE AREA:</b> CYFS	<b>PROGRAM:</b> Family Services

<b>PURPOSE OF THE POSITION</b>
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**Component 1: 0.5 - 0.7 EFT**

The Family Worker position responds to requests for services from families where there are children under the age of 17 and works across a range of service and program areas to ensure that family requests are met with the most appropriate and effective support.

**Component 2: 0.2 EFT**

The Parenting Skills Development (PSD) position will operate within St Luke's Parenting Assessment and Skills Development Services (PASDS) which provides intensive support (up to 20 hours per week) to families in their own home where an infant (0-2yrs) is identified by Child Protection Services as being at high risk of being removed from the family due to harm and/or neglect by their parent/s. The worker provides the learning needed to support the parents to develop the parenting skills that has been written up in a program of goals and developed with the family during the assessment phase. The aim is for the family to lower the risks of harm and neglect to their infant/s ensuring their safety and wellbeing.

<b>KEY RESPONSIBILITIES AND TASKS</b>
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1. Being involved in family assessments including completing relevant assessment documents (PASDS component: being responsible for supporting the family in achieving the outcomes of the PSD Program).
2. Provide outreach, child focus family inclusive support in the family home.
3. Assist families to clarify and develop goals to address the issues that are of concern and provide opportunity for the family to regularly review progress, with a focus on the child's safety, stability and development (PASDS component: support the family to identify the relevant support links in their community).
4. To develop clear safety plans with the families
5. To ensure that the child's voice is heard and informs key goals and plans.
6. Provide case management as required (PASDS Component: Liaise regularly with the CPU case worker).

7. Provide reports to The Department of Human Services as required (PASDS component: provide written progress reports either 3 or 4 weekly at set times)
8. To record client contact and client related work on IRIS data base.
9. To provide every family the opportunity to provide feedback through CYFS feedback process.
10. To maintain client records according to program expectations (PASDS Component: return the updated family folder to the PASDS Team Leader at the conclusion of the PSD program).
11. To actively participate in group supervision, supervision and team planning events
12. To contribute to St Luke's policy and program development through a range of Agency meetings and processes.
13. To encourage and develop positive working relationships with external and organisations including Child Protection Unit, Department of Human Services.
14. To participate in the development and implementation of relevant activities and group work that facilitate the building the community capacity.
15. To promote partnership opportunities with other agencies, workers and community groups.
16. Undertake daily duties with best practice approach and comply with relevant legislation. Understand the nature of risk and importance of risk management in an organisation.

### **ACCOUNTABILITY AND AUTHORITY (inc. key stakeholders)**

This position reports to the Team Leader of Family Services, who is accountable to the Family Services Manager. The PASDS component is accountable to the PASDS Team Leader who is also accountable to the Family Services Manager.

CYFS interconnect with a range of stakeholders across its programs. The key stakeholders are the children, young people and their families with whom we work.

Internal Stakeholders include:

- Children, Youth and Family Services staff.
- St Luke's Anglicare Senior Management Team and Board.

External Stakeholders include:

- The Department of Human Services, Child Protection unit.
- Caregivers of children in placement.
- Other services and supports as identified by the family such as CAHMS, employment services, health services, recreational services and natural networks.

This position is responsible for undertaking daily duties with best practice approach, complying with relevant legislation and reporting any known breaches to the line manager. The person fulfilling this role should understand the nature of risk, such as OH&S and client risks, and the importance of complying with service standards and ensuring a service of the highest possible quality.

### **KEY SELECTION CRITERIA**

#### **PLEASE ADDRESS THESE IN YOUR APPLICATION**

1. Demonstrated understanding and commitment to the mission and values of St Luke's.
2. Demonstrated understanding of the relevant legislative frameworks in particular the Children & Young Person's Act and an understanding of child protection practice within Victoria.
3. The ability to work families and children with complex needs from a strength based approach
4. Good understanding of the Best Interest Practice Framework

5. Experience in working with infants (0-2 years of age), children, young people and their families.
6. Demonstrated understanding of Child Development from birth.
7. The ability to work as part of a team.
8. Well developed written, computer, verbal and communication skills.
9. Demonstrated awareness and commitment to service delivery and its links to social justice.
10. Demonstrated understanding and commitment to building partnerships and networks with external organisations.

## **QUALIFICATIONS AND EXPERIENCE**

Tertiary qualifications in the field of Youth Work, Social Work, Social Welfare or Community Services are mandatory. (PASDS Component: Knowledge of and/or experience in Early Childhood settings)

## **INHERENT REQUIREMENTS OF THE POSITION**

1. Appointment to this position will be subject to a police check and Working With Children Check (if applicable).
2. Resilience to work with and support clients who have been exposed to trauma, violence or neglect.
3. A commitment to and understanding of, the principles and practice of cultural competence.
4. Participation in the supervision process.
5. A basic working knowledge of computers and Microsoft office programs.

### *Other*

1. Current Drivers Licence
2. Use of a mobile phone and company car during work hours.
3. Reasonable amount of country travel required of this position.
4. Some out of hours and weekend work may be required.

## **PERSONAL VALUES**

All employees must commit to and respect the values of St Lukes – Respect, Hope, Fairness Quality, Commitment, Community and Openness, uphold confidentiality, be trustworthy, and adhere to St Luke's Code of Conduct Policy. All employees need to have a belief in and understanding of the principles of strengths based practice (refer to St Luke's Employment Information Guide for further information).

## **PERFORMANCE REVIEW**

There is a 6-month probationary period with negotiated expectations for all positions within St Luke's. A performance review is conducted annually with all staff.

## **PROFESSIONAL DEVELOPMENT**

All employees are provided with the opportunity to attend, and expected to attend, agreed training courses as identified through self evaluation, discussion with position supervisor, annual reviews or other appropriate methods.

## **DOCUMENTATION**

All employees must complete and maintain all documentation in accordance with organisational policies and procedures, and relevant quality standard requirements to contribute to continuous improvement in the agency.

It is an expectation that all employee's familiarise themselves with, and abide by all organisational policies and procedures, which may change from time to time.

**OCCUPATIONAL HEALTH & SAFETY**

As an employee of St Luke's you are required to take reasonable care of your own health and safety, and the health and safety of anyone else who may be affected by your acts or omissions at the workplace. All employees must co-operate with management, the OH&S Officer and OH&S Reps with respect to action taken to comply with OH&S requirements. All employees are responsible for contributing to the OH&S management system by the active identification and reporting of hazards and environmental risks.

To submit your application please click on the following email address [HR@stlukes.org.au](mailto:HR@stlukes.org.au)

**APPROVAL OF POSITION DESCRIPTION**

To be signed by line manager

**Manager**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Next Up Manager**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACCEPTANCE OF POSITION DESCRIPTION REQUIREMENTS**

To be signed upon appointment

**Employee**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_