



Child & Family Worker

Application Package

Thank you for your interest in applying for the Child and Family Worker position with The Family Centre. The position description is included below and additional information about our organisation can be found on our website www.thefamilycentre.org.au

Should you wish to proceed with your application, please ensure that you:

- Address each of the selection criteria contained in the position description
- Include a detailed resume with education & employment history
- Provide two referees with current contact details

Email applications will be accepted.

Email: recruitment@thefamilycentre.org.au

Applications close 4.30pm, Monday April 10, 2017

Please address all hard copies of applications to:

The Executive Director - Confidential

The Family Centre

PO Box 6301

Tweed Heads South

NSW 2486

For further information regarding the position please contact:

David Boutkan (07) 55248711 or davidb@thefamilycentre.org.au

David Boutkan

Executive Director

The Family Centre



POSITION DESCRIPTION – CHILD & FAMILY WORKER

Position Title:	Child & Family Worker
Award:	SCHCADS
Award classification:	Level 4
Hours of duty:	28 Hours per week
Reports to:	Senior Coordinator Child & Family Services
Office Site:	Ballina
Service Area:	Byron Bay and Ballina Shires

Position Background:

This position works within the Child and Family Support services, Intensive Family Preservation and Families NSW programs, with focus on families with children (0-8)

Our Role

The Family Centre is a local social purpose, community owned organisation established in 1988 and based on the North Coast of NSW.

Our programs encourage and inspire people to make the changes they want for themselves, their family and their community in the following program areas: child and family □ young people □ family relationships

Our activities include:

- Information, referral and goal planning
- skill development and education
- community engagement and development activities

Our values and practice principles inform how we work. In genuine partnership with community members and groups, non-government organisations, government agencies and businesses, we make a real difference and our actions lead to progressive, measurable and sustainable social change.

Our activities are designed to:

- improve relationships
- increase safety
- increase parenting skills
- increase wellbeing
- increase personal effectiveness
- increase connections
increase
- community capability

Key Responsibilities:

1. Intake and on call

- 1.1. Participate in a roster to receive referrals and assess requests for service
- 1.2. Participate in an on-call roster for families in our intensive family support programs and supported housing clients

2. Case work & coordination

- 2.1. Assess and document client strengths and needs
- 2.2. Assist clients to develop goals that aim to address presenting issues
- 2.3. Client plans will consist of family directed goals, strategies to achieve goals, who is responsible for each aspect of goal achievement and timelines
- 2.4. Monitor and review progress of client plans
- 2.5. Provide relevant information to family members and make appropriate referrals in consultation with them
- 2.6. Cooperate and collaborate with TFC staff and other service providers to ensure coordinated service delivery
- 2.7. Take on a case coordination role where appropriate and negotiated with the Senior Coordinator CFS

3. Course work & Supported playgroup

- 3.1. Participate in organisational planning processes in order to develop a timely course plan
- 3.2. Assess clients for suitability for courses and groups
- 3.3. Deliver parenting education and skills training courses
- 3.4. Facilitate the weekly delivery of supported playgroup and other groups as required
- 3.5. Interact and engage with playgroup participants
- 3.6. Provide information to parents/carers regarding their child's development, health, safety and hygiene
- 3.7. Provide a range of age appropriate play and learning activities to stimulate children's intellectual growth and support the development of early literacy and numeracy skills
- 3.8. Provide a link between families and other health and community services
- 3.9. Provide families with information and opportunities for engagement with the broader community
- 3.10. Engage in the planning and development of weekly playgroup sessions and prepare resources including guest speakers
- 3.11. Work collaboratively with co-facilitators to develop, deliver and evaluate courses/groups
- 3.12. Implement agreed term plan
- 3.13. Promote playgroup and parenting programs to local services to attract target group referrals
- 3.14. Participate in the ongoing development of program material as required

4. Community work and service provider networking

- 4.1. Co-ordinate and participate in community events, activities and TFC promotional events as negotiated with the Senior Coordinator C&FS
- 4.2. Develop and maintain a good understanding and working relationships with local health and community service providers
- 4.3. Attend service provider network meetings as negotiated with supervisor

5. Professional development

- 5.1. Attend staff training and development relevant to the position as approved by the Director CYFS
- 5.2. Model and foster professional work practices, in relation to the health, safety and wellbeing of colleagues and clients
- 5.3. Attend regular supervision and annual review sessions
- 5.4. Adhere to the relevant standards, policies and procedures of TFC

6. Administration

- 6.1. Maintain service records including client records and reports
- 6.2. Participate in approved profession development and staff meetings.
- 6.3. Actively participate in regular program planning, development, review and evaluation processes to contribute to continuous improvement.
- 6.4. Maintain and submit administrative (e.g. time sheets and travel reimbursement claims) documentation in an accurate and timely manner
- 6.5. Participate in organisational projects as negotiated with the Director CYFS and the Executive Director

Selection Criteria:

Essential

1. Tertiary qualification in early childhood education, social work, social sciences or related discipline and/or significant experience in a similar position
2. Demonstrated ability to assess the needs of vulnerable and disadvantaged families within a strengths-based framework and develop respectful collaborative working relationships with family members
3. A clear understanding of child development and issues confronting vulnerable and disadvantaged families (including culturally & linguistically diverse, domestic violence, substance abuse, child abuse, mental health, parenting and relationships) and their impact on families
4. Demonstrated ability in developing, delivering and evaluating parenting skills programs and/or supported playgroups
5. Highly developed interpersonal skills and ability to collaborate with colleagues, students, volunteers and service network partners
6. Highly developed computer skills with experience in maintaining accurate records
7. Proven ability to work independently and as part of a team
8. Current driver's licence and comprehensively insured vehicle
9. A willingness to undertake a criminal record check and a Working with Children check

Desirable

- Working knowledge of the local human services network
- Trained and licensed to deliver the following parenting programs: Triple P, 123 Magic, Parents as Teachers, P5 and/or Circle of Security