



## **Child and Family Worker**

### **Application Package**

Thank you for your interest in applying for a position with The Family Centre.

The position description is attached and additional information about our organisation can be found on our website [www.thefamilycentre.org.au](http://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 to: [recruitment@thefamilycentre.org.au](mailto:recruitment@thefamilycentre.org.au)

Applications close: COB Wednesday 15/3/19

For further information regarding the position please contact Mario Talary on (07) 55248711 or [Marriot@thefamilycentre.org.au](mailto:Marriot@thefamilycentre.org.au)

David Boutkan  
Executive Director

## **POSITION DESCRIPTION – Family Worker**

<b>Position Title:</b>	Child & Family Worker
<b>Award:</b>	SCHCADS Award
<b>Award classification:</b>	Level 4
<b>Hours of duty:</b>	35 hrs per week
<b>Reports to:</b>	Manager Child & Family Services
<b>Location:</b>	Tweed

### **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 (0-12)

### **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

### **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 Manager CFS

### **3. Course work**

- 3.1. Participate in organisational planning processes in order to develop a timely course plan
- 3.2. Assess clients for suitability for courses
- 3.3. Deliver parenting education and skills training courses
- 3.4. Work collaboratively with co-facilitators to develop, deliver and evaluate courses
- 3.5. 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 Manager CFS
- 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 Manager CFS and Executive Director
- 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 Manager CFS and the Executive Director

**Selection Criteria:*****Essential***

1. Tertiary qualification in social work, social sciences or related discipline
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 the 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
5. Ability to collaborate with TFC staff, students, volunteers and service network partners in response to identified need
6. Proven ability to work independently and as part of a team
7. Current driver's license and comprehensively insured vehicle
8. A willingness to undertake a criminal record check and a Working with Children check

***Desirable***

- Working knowledge of the local human services network