

Position Description

Title	Children's Resources Coordinator
Business Unit	Resilient Communities
Location	105 Dana Street, Ballarat Victoria 3350
Employment type	Part Time (60.8 hours per fortnight), Maximum Term position (6 Months) Maternity Leave position
Reports to	Senior Manager - Homelessness

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

Work with Grampians region homelessness and family violence services to meet the needs of accompanying children. To provide advice, information, support and resources to Grampians Homelessness Services.

2. Scope

Budget: Brokerage (approximately \$25K annually)

People: Nil

3. Relationships

Internal

- Homelessness support workers

Position Description

Children's Resource Coordinator

- Manager

External

- Homelessness support providers
 - State-wide Children's Resource Coordinators
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4. Key responsibility areas

Service delivery

- Establish and maintain Children's Resource Coordinator networks for effective information sharing across the Homeless Services and Family Violence sector in relation to children.
- Participate in on-going education and professional development to increase skills and knowledge relevant to the Homelessness Services and Family Violence sector to provide agencies and workers with the latest information and research.
- Work with the Local Area Services Network and service providers to identify the needs of accompanying children within the Homeless Services and Family Violence sector.

Administration

- In consultation with the Homeless Service and Family Violence sector identify and facilitate practitioner's training to strengthen the capacity of the sector to best meet the needs of accompanying children.
- Provide secondary consultations to staff within the Homeless and Family Violence sector on issues and services in relation to children experience homelessness and family violence.
- Maintain cross sector links within the community including local councils, education, health, family violence, child protection and early childhood services in raising the awareness of impact of homelessness and family violence on children.

Quality and risk

- Facilitate access to services for accompanying children through the administration of Children Brokerage.
- Promote available resources and services in relation to children through the Homeless Services and Family Violence networks.
- Facilitate, provide and / or establish resources in response to the Homeless Services and Family Violence sector needs.
- Participate as a member of the state-wide Children Resource Program.
- Keep accurate records and provide data to Department Human Services and Local Area Service Network (CHHA).
- Support the establishment of / or facilitate child specific groups in response to identified need from the Homeless Service and Family Violence sector.
- To advise agencies in relation to Best Practice for children to meet accreditation and quality standards.
- Contribute to Uniting Ballarat child safe standards in capacity as Children Resource Coordinator.
- To undertake other duties that may be requested by the Manager.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria and Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.

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Children's Resource Coordinator

- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
 - Identify opportunities to integrate and work collaboratively across teams.
 - Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
 - Promote a positive safety culture by contributing to health and safety consultation and communication.
 - Promptly respond to and report health and safety hazards, incidents and near misses to line management.
 - Attend mandatory training sessions (i.e., equal employment opportunity, health, and safety) and mandatory training specific to the position.
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5. Performance indicators

- Adhere to guidelines regarding the use of brokerage.
 - Promote the use of brokerage with agencies within the Homelessness Services and Family Violence sector.
 - Monitor brokerage usage.
 - Attend and contribute to bi-monthly meetings.
 - Attend and contribute to planning days.
 - Undertake working groups as detailed by Statewide Children Resource Program strategic plan.
 - Undertake research projects and development of resources which support capacity building of practitioners within the sector.
 - Reports provided in a timely manner as required.
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6. Person specification

Qualifications

- Bachelor of Education, Social Work (or equivalent).
- Qualification in Community Services or Community Development desirable.

Experience

- Experience in the Homelessness Sector service delivery or working with Children in other sectors.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
 - Comprehensive knowledge of child development and experience in working with children.
 - Understanding of family dynamics.
 - Understanding of the impact of homelessness on families, particularly children.
 - Knowledge and understanding around issues of homelessness, including domestic violence.
 - Proven ability to work effectively in a team environment.
 - Excellent written & verbal communication skills.
 - Experience in liaising with services and program development.
 - Experience in establishment and facilitation of groups.
 - Excellent administrative skills, including computer and financial literacy skills.
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7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With

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Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: