

# Position Description

<b>Title:</b>	First Support Worker
<b>Business unit:</b>	Children, Youth & Families
<b>Location:</b>	Dandenong
<b>Employment type:</b>	Full Time Maximum Term (12 Months)
<b>Reports to:</b>	Team Leader

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## About Uniting

Uniting works 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.

Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

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 celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (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

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## Position purpose

This position will be responsible for working within a new model of Kinship Care (*First Supports*). This model of care will be available to new statutory kinship care placements expected to last longer than three months. First Supports includes timely comprehensive assessment, identification of needs, access to family services, and flexible brokerage up to \$1,000 to help establish placements

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Date Approved: March 2020	Printed copies of this document are not controlled.	Next Review Date: March 2021

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## First Support Worker

The main objectives of the new kinship care model are to:

- Identify kinship networks early
- Strengthen reunification, where appropriate
- Promote placement quality and support children and young people living with kinship families to thrive
- Promote placement stability, including reducing the likelihood of entry into residential care.

### Scope

**Budget:** *nil*

**People:** *nil*

### Relationships

**Internal:**

- Uniting staff and volunteers
- Program management

**External:**

- Consumers and their families, carers and/or advocates
- Government departments and other funding bodies
- Key partners and community services network

### Key responsibility areas

**Service delivery**

- To identify any risk factors within the kinship household.
- To make an informed decision about the potential strengths and weaknesses of the placement.
- To provide recommendations to Child Protection about the suitability of the placement, carers' ability to meet the needs of the child and engagement in planning regarding maintenance of the Placement
- To identify any necessary supports to enable the success of the placement
- To identify the needs of the child and assess whether a higher care allowance level may be required and a special negotiated adjustment request made
- To complete a family genogram (where required)
- Assist the kinship carer to adjust to having a child (or another child) in their home and to deal with any emerging issues (e.g. relationship difficulties or family conflict)

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- Assist the child to settle within the placement and respond to the child’s developmental needs (eg, health care, school, age appropriate activities)
- Assist with explaining to the child the reasons for the kinship care arrangement
- Assist the kinship carer to manage contact arrangements with the child’s family
- Facilitation of a care team
- Practical support and/or material aid
- Information, advice and advocacy
- Referrals to other services.

### Teamwork

- Develop and maintain effective relationships with key stakeholders including clients, families, community service organisations, relevant professionals and government officials.

### Communication

- Maintain comprehensive professional case files and client records, including data collection according to program requirements.
- Articulate clear and persuasive messages about key issues when working with clients.

### Finance Management

- To record all brokerage expenditure by providing itemised details for each item purchased per kinship care household, with funds to be acquitted at the end of the financial year
- Monthly reporting to the funding body

### Personal accountability

- Comply 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 Tasmania) employees and external stakeholders in accordance with Uniting’s values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.

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- 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 position

### Person specification

#### Qualifications

- Essential: Post-secondary qualifications in Social Work / Welfare or related field.
- Satisfactory National police check and Victorian Working with Children Check.

#### Experience

- A demonstrated knowledge and understanding of issues surrounding the out-of-home care system / family services and the available resources and services in Southern Melbourne.
- Demonstrated ability to communicate effectively with adults, adolescents, children and sector representatives.
- Experience in the provision of support to children, youth and their families with multiple and complex needs.
- Strong skills in needs, risk and safety assessments of children, young people and their parents within the context of the Best Interest Framework.

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Teamwork:** willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment
- **Achieves results:** Focused on optimal outcomes for children and young people
- **Professionalism:** Execute day-to-day activities in a positive, friendly and enthusiastic manner.
- **Culturally Aware:** Value diversity as a strength and positively utilise diversity
- **Client Focused:** Prioritise needs of clients
- **Communication:** Clear communication skills

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## First Support Worker

### 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 Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **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.**

### Employee

### Manager

Name:

Signature:

Date: