

Position Description



Title	Intake and Assessment Practitioner
Business Unit	Children, Youth and Families
Location	126 Raymond Street, Sale
Employment type	Full-Time, Maximum Term until 30 June 2021
Reports to	Practice Leader, Client Services

1. 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

2. Position purpose

This position is requiring a motivated practitioner to work creatively within our Intake and Assessment team. The successful candidates' responsibilities will range from providing housing support and advocacy to completing comprehensive assessments and plans to support families. This position will allow for significant professional growth through challenging and adaptive, fast paced practice.

The key objectives of this position are the provision of a high-quality service designed to meet the needs of families and individuals, whilst ensuring the safety and wellbeing of children and young people.

The Intake and Assessment team provide ChildFIRST services and Homelessness Intake and Referral for the Wellington area. As part of the ChildFIRST program they are responsible for accepting and assessing referrals relating to vulnerable children, young people and unborn in the community across Wellington, and identifying appropriate service responses and case direction. We are an Opening Doors entry point for Homelessness Services and provide support to individuals and families that are homeless, or at risk of homelessness. Through assessment of clients housing and support needs we provide advice, information, support, and advocacy to assist our clients to obtain and sustain tenancies.

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3. Scope

Budget: *nil*

People: *nil*

4. Relationships

Internal:

- Intake and Assessment team members
- Case Management team members
- Client Services Practice Leaders and Manager
- Other Uniting Employees and Volunteers

External

- Clients
 - Department of Health and Human Services (DHHS)
 - Other Community Service provides as required
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5. Key responsibility areas

Service delivery

- Participation in duty roster for initial intake and triage of individuals and families requesting family services support, homeless services or other programs offered by Uniting Gippsland
- Completion of comprehensive risk assessments in relation to child and youth safety and wellbeing, and develop Best Interest assessments and plans which include identification of appropriate service response and case direction
- Ability to engage in a range of work practices including crisis response, assertive outreach, active engagement, intensive and long-term interventions, and group work
- Capacity to work with resistant families in a respectful and empowering way
- Ability to work flexibly and collaboratively with other service providers, including but not limited to DHHS Child Protection, DHHS Housing, local schools, real estates, and mental health services to ensure positive outcomes for your clients.
- Respect the diverse needs of all community groups and individuals to ensure that their needs are met in an inclusive and sensitive manner
- Other projects and duties, as required

Quality and risk

- Ensure all administrative and reporting requirements of the program are completed and submitted to the relevant organizations within the appropriate timeframe
- Use principles of best practice to provide an innovative and responsive program response

People and teams

- Maintain current and accurate case notes, records, and statistical information
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful, and enthusiastic work environment

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.

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- 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.
- 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

- Relevant tertiary qualification in Social Work, Social Welfare, Psychology, or other related discipline.
- Satisfactory police check, Working with Children's Check and Drivers License valid in Victoria.

Experience

- Knowledge and experience of the issues facing children, youth and their families and the provision of intervention and support to assist
- Knowledge and experience of the homelessness sector, and the provision of intervention and support to individuals and families who are homeless or at risk of homelessness.
- Experience in working with those impacted by family violence, substance abuse, physical and mental health issues is highly desirable
- Demonstrated experience and knowledge in undertaking risk assessments of children, young people and families and planning interventions that address risk and promote self determination
- Understanding of the legislative requirements of the Children, Youth and Family Act 2005 as they effect family services particularly the "Best Interests" framework, the information sharing provisions and an understanding of the child protection system.
- Knowledge of a range of theoretical approaches relevant to working with infants, children, young people and families, including but not limited to attachment theory, strengths-based approach, infant mental health and trauma informed practice
- Ability to work flexibly to meet the needs of individuals, families, young people, and children
- Capacity to liaise and develop effective networks and working relationships with other professionals and support services
- Capacity to work independently in the development of assessments of need and risk
- Ability to self-reflect and actively engage in reflective practice

Core selection criteria

- Values alignment: ability to demonstrate and authentically promote Uniting's values
- Knowledge:
 - a) Ability to demonstrate understanding of key legislation, policy, and reforms relevant to the Children, Youth and Families sector and the Housing sector
- Communication skills:
 - a) Well-developed interpersonal skills, including a high level of self-awareness.
 - b) Effective communication skills, including relevant written and verbal skills
 - c) Demonstrated ability to relate positively to a large range of people from diverse backgrounds.

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- Professionalism
 - a) Professional, confident, focused and able to set appropriate professional boundaries
 - b) Demonstrated ability to response to and resolve conflict within the workplace
 - c) Willingness to self-reflect and engage in reflective practice
- Administration skills:
 - a) Demonstrated ability to use computers proficiency including Microsoft Word and Outlook

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.

Acknowledgement

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

	Employee	Manager
Name:		
Signature:		
Date:		