

Position Description

Title	Integrated Family Services Worker – Project Support
Business Unit	Child, Youth and Families - Western Community Services
Location	185 Baillie Street, Horsham, Victoria
Employment type	Part Time (0.5 EFT), Maximum Term until 31 July 2022
Reports to	Senior Manager - Child Youth & Family

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

The purpose of this role is to support the team by undertaking a range of administrative tasks, and to support the leadership team by undertaking a range of specific project related tasks.

2. Scope

Budget: Nil

People: Nil

3. Relationships

Internal

- Child, Youth and Families Western Division
- Senior Manger Child, Youth and Families Western Division
- Team Leaders - Child, Youth and Families Western Division

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External

- Department of Fairness, Families and Housing
 - Department of Education and Training
 - Victoria Police
 - Wimmera Child Youth and Families Alliance Partners
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4. Key Responsibility Areas

Service Delivery

- Within clearly defined guidelines, provide project work support to staff of the Support for Families and Community Programs under the supervision and advice of the Senior Manager - Child Youth & Family
- Coordinate and contribute to a range of activities in support of projects.
- Assist Child FIRST and partner agencies with Intake and Assessment services when required
- Work within the therapeutic practices and procedure that promote positive respect for the child, and provide support and services, which meets the needs of the child/ren.
- Assist in monitoring and tracking the project deliverables and outcomes including preparation of highlight and checkpoint reports in relation to budget, schedule, and resources.
- Provide project support that respects the dignity and privacy of the child, young person or adult/family and be the key worker/central contact to assist the clients in all areas they require support.
- Promote strategies that maximize safety for children and young people within their families and maintain effective working relationships that are consistent with child centered family focused practice.
- Develop and coordinate projects of comprehensive services targeted to the need of families and care providers to ensure that they are adequately resourced.
- Participate in relevant service networks and work in partnership with other agencies and funding bodies to continually improve and develop quality services.
- Actively participate in collaborative community education strategies to enhance community understanding of family services.
- Collaborate and liaise with Support for Families and Community team members to ensure best outcomes for clients.
- Integrate the needs of clients into other services provided by Uniting Wimmera.

Reporting

- Complete requests for statistical and other information in a timely and accurate manner.
- Complete project plans and reports as required.

Quality and Risk

- Carry out all responsibilities within Uniting's Quality, Risk Management, Compliance and OH&S frameworks, policies and procedures
- Assist with and support internal and external audit processes
- Identify, manage, and report risks, hazards, incidents, or other concerns affecting day to day activities within the Agency, Program or Service area and continually improve work practices.
- Attend core and other safety related training including induction.

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 Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.

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- 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.
 - Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
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5. Person Specification

Qualifications

- A qualification in human services, welfare or social services (desirable but not essential).

Experience

- Project work, including working to targets, monitoring progress and working with sensitive and personal data
- Working in partnership with other professionals and/or agencies within the community services sector
- Working as a volunteer, working with, or supporting volunteers
- Experience and knowledge in the provision of project work and supporting young people and their families from varying socio-economic, cultural, and ethnic backgrounds.
- Knowledge of theories and practices relevant to vulnerable or 'at risk' children, young people and their development and behavior, including solid understanding of trauma and attachment.

Core Selection Criteria

- **Values alignment:** Ability to demonstrate and authentically promote Uniting's values.
 - **Statutory knowledge:** An understanding of the relevant legislation and current policy relating to the care of children and families.
 - **Other key success factors:**
 - Strong verbal communication skills and the ability to communicate effectively with young people, including those with special needs and challenging behaviours.
 - Competent computer skills.
 - Strong time management and organisation skills and the ability to effectively prioritise competing demands.
 - Strong written communications skills including the ability to prepare reports, case notes and maintain accurate client records
 - Sound judgement and problem-solving skills to contribute to the planning and development of the service.
 - Demonstrated commitment to professional development, employee orientation and training.
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6. 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 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.

7. Acknowledgement

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

Employee

Name:

Signature:

Date: