

# Position Description



<b>Title</b>	Mother Safe Child Safe Coordinator
<b>Business unit</b>	Family Services, Southern Melbourne
<b>Location</b>	51 Princes Highway, Dandenong, 329 Dorcas Street, South Melbourne, and other locations as required
<b>Employment type</b>	Part time (60.8 hours per fortnight)   Maximum term until 30 June 2023
<b>Reports to</b>	Team Leader, Family 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 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, bisexual, trans, gender diverse, 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

The Mother Safe Child Safe (MSCS) Program offers a range of group work activities for women and children who have, or are experiencing family violence. The position will work across both the MSCS Outer South and Inner South Programs. In the Outer South the program is delivered to families who live within the LGA areas of Greater Dandenong, Casey and Cardinia. In the Inner South the program is delivered to families who live in LGA areas of Stonnington, Glen Eire and Port Phillip.

## 3. Scope

**Budget:** nil

**People:** nil

## 4. Relationships

**Internal:**

- Team Leader Family Services
- Manager, Child and Family Services
- Senior Manager, Child and Family Services
- Group Manager
- Family Services staff
- Other Uniting Team Leaders and staff

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Date Approved: October 2020	Printed copies of this document are not controlled.	Next Review Date: Annual PDP

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## Mother Safe Child Safe Coordinator



### External

- Department of Health and Human Services
- South East Family Services Alliance
- Orange Door
- Maternal and child health nurses

## 5. Key responsibility areas

### Service delivery

- Promote the program within relevant networks
- Design and participate in community education activities related to the program
- Develop, facilitate and evaluate group work programs
- Undertake risk and needs assessments of children and families
- Liaise with Child Protection, schools and network services
- Develop collaborative relationships with other agencies providing client services
- Prepare reports, service documents and maintain accurate and up-to-date case notes
- Set priorities and manage time appropriately
- Other projects and duties, as required

### Quality and risk

- Participate in regular supervision with supervisor
- Raise and report any concerns about Child Safety immediately

### 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.
- 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.

## 6. Person specification

### Qualifications & requirements

- Degree in Social Work, or other related qualification and eligibility for membership of the AASW or relevant professional association
- Current driver's licence valid in Victoria

### Experience & technical competencies

- An understanding of the Best Interests Framework and Children Youth and Families Act (CYFA) 2005 is desirable
- Demonstrated understanding of a gendered response to violence against women and children in the home.
- Experience in provision of services to women and children affected by family violence

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- Proven ability to work collaboratively with families to meet and achieve goals that facilitate safe and nurturing environments for children and young people including developing action plans
- Knowledge of Child Protection and appropriate interventions for children who have experienced abuse.
- Experience of successfully engaging women and children in therapeutic groups.
- An understanding of child development and how this may affect a child's experience of violence and abuse.
- Demonstrated knowledge of practices to engage and assure the cultural safety of clients from a diverse range of backgrounds, including those from an Aboriginal, Torres Strait Islander or CALD background, or the LGBTI community.
- Well-developed written and verbal communication skills, including the ability to prepare for and conduct case plan meetings and implement agreed goals
- Demonstrated organisational and time-management skills
- Computer literacy

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Personal Attributes:
  - Verbal ability: Open, honest, articulate and flexible approach to communication – written and verbal. The ability to actively listen.
  - Interpersonal focus: Strong interest in people and respect for others. The ability to suspend judgement.
  - Cooperative: Demonstrates team behaviours striving for co-operative and professional relationships.
  - Conscientious: Responsible, dependable, organised and persistent.
  - Open to experience: High level self-awareness, with the ability to admit mistakes, as an opportunity for reflection, learning and development.
  - Professionalism: Professional, confident, focused and clear about purpose and able to set appropriate personal boundaries

#### 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 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.**