

# Position Description



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| <b>Title:</b>           | Senior Family Services Practitioner  |
| <b>Business unit:</b>   | Family Services, Southern Melbourne  |
| <b>Location:</b>        | 329 Dorcas Street, South Melbourne, Victoria 3205  |
| <b>Employment type:</b> | 1 x Part time (68.4 hours per fortnight)   Ongoing<br>1x Full time   Maximum term until 30 June 2021 |
| <b>Reports to:</b>      | Team Leader – Family Services  |

## 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

## Position purpose

The Senior Family Services Practitioner is responsible for developing Family Action Plans, Safety Plans and making referrals to other services, as well as include medium to long term case management, therapeutic casework, advocacy and support to families. This role will work with families who are on either Reunification Orders or Family Preservation Orders and are case managed by Child Protection. The role also entails brief to short term response for families using the "Best Interests" framework.

## Scope

**Budget:** *nil*

**People:** *nil*

## Relationships

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

- External:**
- DHHS
  - Bayside Peninsula Alliance
  - Maternal and child health nurses
  - Other key stakeholders

# Position Description

## Senior Family Services Practitioner



### Key responsibility areas

#### Service delivery

- Undertake risk and needs assessments of children and families
- Provide intensive long term case management and casework of families where complex issues are likely to be present
- Liaise on a regular basis with Child Protection
- Demonstrate assertive outreach to hard-to-reach families
- Prepare reports, service documents and maintain accurate and up-to-date case notes
- Develop collaborative relationships with other agencies providing client services
- Liaise with schools and network service providers
- Broker services appropriate to the family's needs
- Advocate for families to needed services
- Participate in regular supervision with supervisor
- Set priorities and manage time appropriately
- Comply with Uniting program policies and procedures
- Other projects and duties, as required
- Comply with relevant Occupational Health and Safety standards
- 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.

### Person specification

#### Qualifications

- A degree in Social Work, Psychology or a related tertiary qualification relevant to child and family welfare
- Current driver's licence valid in Victoria

#### Experience

- Demonstrated ability as a practitioner in the child, youth and family welfare field
- A commitment to the family-centered approach and the family strengthening and empowerment models of practice
- An understanding of the 'Best Interests' framework and Children Youth and Families Act (CYFA) 2005 is desirable
- 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.
- Proven ability to engage families and to provide outreach services, sometimes in a difficult or stressful context
- Demonstrated ability to work flexibly to meet the current needs of families, young people and children

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

# Position Description

## Senior Family Services Practitioner



- 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
- Well-developed written and verbal communication skills, including the ability to prepare for and conduct case plan meetings and implement agreed actions
- Demonstrated organizational 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.

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### 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.

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

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