

Position Description

Title	Playgroup Counsellor
Business Unit	AOD, Mental Health & Carer Services
Location	Preston, Coburg, West Heidelberg
Employment type	Part Time, ongoing
Reports to	Family Team Leader, Manager Catchment Clinical Services

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

To contribute as a creative and flexible member of the Uniting AOD Intensive Playgroup team and develop and implement age-appropriate activities, provide information and referral for children and parents/carers participating in the program. This role is specialised and responsible for the effective delivery of the Small Talk play group and working with families to provide assistance including linkages and referrals. Clients eligible for the service are families with children aged 0-5 years. The service will provide a whole of family approach. The families present with issues that may impact child safety and wellbeing including family violence, physical and intellectual disability, mental health, alcohol and drug issues.

2. Scope

Budget: nil

People: nil

3. Relationships

Internal

- Playgroup Staff

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- All other Uniting employees

External

- Banyule Community Health Centre
- Parents, Carers, Families
- Maternal Child Health
- External health centres
- Other key staff I.e., Child Protection as needed

4. Key responsibility areas

Provision of Treatment Services

- Facilitate the Small Talk playgroup in line with Victorian standards and Framework
- In conjunction with staff and parents, develop and implement playgroup activities which meet individual, emotional, social, intellectual and physical needs of children in a group environment.
- Facilitate induction, intake and orientation for clients to the Intensive Playgroup Program.
- Assist parents/carers to participate in play, meal preparation, setting up and other regular activities with their children in a way that encourages independence, learning and self-sufficiency.
- Role model behaviour management techniques and developmentally appropriate interactions with children.
- Undertake a wide range of activities associated with program activity or service delivery
- Maintain records as required by Department of Education and Training (DET) and Uniting AOD
- Maintain up-to-date knowledge of relevant legislation, including the Early Years Learning and Development Framework (EYLF).
- Maintain close working relationships with staff and parents and provide family support as appropriate.
- Provide information to parents/carers about Alcohol and Other Drugs treatment options and assist them to access treatment.
- Document where appropriate, of relevant interactions and communications with clients, and document in client records as appropriate.

Program Development and Review

- Contribute to the reporting requirements of the Intensive Playgroup Services Program.
- Participate in data collection processes.
- Assist with the planning and co-ordination of a community program

Professional Liaison and Consultation

- Assist families to identify informal and formal support systems and link families with appropriate services to gain the resources they require.
- Assist with building effective relationships with clients' families and significant others, and with volunteers, students and other visitors to the program, to support and enhance positive outcomes for families.
- Facilitate linkages with other health and welfare agencies through regular case conferences and information sharing.
- Represent Uniting AOD at child and family welfare specific forums and inter-agency meetings, as appropriate.
- Liaise with other professionals such as staff from relevant organisations to ensure good communication links are established and maintained with these organisations, including coordinating professional relations with Anglicare and Banyule Community Health Service.

Employment Conditions

- Actively participate in ongoing professional development via the annual performance reviews, individual and group supervision provided by Uniting and attend relevant training as required.
- Supervise students during placement and providing formal supervision if you possess the appropriate qualifications as required by their educational institution

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Administration

- Maintain file records, data collection processes and reporting as required.
- Contribute to the achievement of quality improvement, both in terms of individual and program performance by encouraging an environment where high quality work is achieved and supported by the adherence to/development of quality systems documentation
- Adhere to and keep informed of all relevant legislative compliance requirements, and report any perceived breaches, risks, hazards, incidents and complaints to line Manager or other appropriate person.
- Undertake other duties as required

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.
- 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.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

5. Person specification

Qualifications/Experience

- Relevant qualifications such as Certificate 3 in children's services and equivalent
- Completed the Small Talk facilitator training or willingness to within 12 months of employment
- Certificate IV in AOD or have completed the core competencies (or able to complete within the first 24 months of employment. See Appendix A)
- Experience in supporting children (0-6 years) to participate in age-appropriate programs.
- Ability to think holistically in relation to interventions with families and children.
- Relevant experience working with children, parents/carers and families.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Ability to think holistically in relation to interventions with families and children.
- Ability and preparedness to assist families with daily living tasks in a way that encourages self-reliance.

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- Demonstrated skills in communicating and working with a range of people and organisations in contact with the service and clients, such as families, significant others, students, referring agencies, and other treatment, support, education and vocational services.
- Demonstrated ability and willingness to work as part of a multi-disciplinary team, to work under supervision, to take appropriate individual and team responsibility for the welfare of staff, clients and children.
- Ability to undertake a range of administrative tasks.
- Knowledge of and experience in playgroups.
- Current Victorian Drivers License

APPENDIX A

AOD Competencies

Uniting AOD requires people in clinical positions to have the following competencies (or their equivalent). Where people do not already have these competencies Uniting AOD will invest in the person's professional development by providing them through its RTO.

The competencies required in the first 12 months of employment are;

- CHCAOD001 - Work in the AOD sector – 4 days
- CHCAOD004 - Assess needs of clients with AOD issues and CHCAOD009 - Develop and review individual AOD treatment plans – 6 days combined
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The competencies required in the second 12 months are;

- CHCAOD002 - Work with clients who are intoxicated – 3 days
- CHCAOD006 - Provide interventions for people with AOD issues and CHCAOD007 - Develop strategies for AOD relapse prevention and management – 8 days combined

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: