

## Position Description

<b>Title</b>	Strengthening Parent Support Program Coordinator
<b>Business Unit</b>	Child, Youth and Families
<b>Location</b>	185 Baillie Street, Horsham VIC
<b>Employment type</b>	Ongoing – Part Time (40 hours per fortnight)
<b>Reports to</b>	Program Leader Community Capacity

### 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 Strengthening Parent Support Program is a Victorian Government funded program that assists parents and carers who have a child with a disability or developmental delay to connect with other families and the community.

The purpose of this role is to support the establishment of peer support groups that provide opportunities for parents in similar situations to meet on a regular basis, and to coordinate community education/information sessions for parents of children with a disability or developmental delay according to identified need.

### 2. Scope

**Budget:**

Nil

## Position Description

### Strengthening Parent Support Program Coordinator

#### People:

Nil

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## 3. Relationships

### Internal

- Support for Families and Community program
- Mental Health and Disability program
- Program Leader Community Capacity
- Manager Child, Youth and Family Services

### External

- Department of Health and Human Services
  - Peer group members
  - NDIS and children's service providers
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## 4. Key responsibility areas

### Service delivery

- Develop relationships with local disability support services and referral sources to develop referral pathways for parents with a child with a disability or developmental delay.
- Provide information, assistance, support and referral in response to parent requests where the family has a child with a disability or developmental delay.
- Provide evidence-based information to parents and peer support groups to promote up to date knowledge of disability services and support available.
- Provide assistance and support to existing peer support groups and assist in the establishment of new groups in response to needs identified by parents.
- Support parents to identify strategies to deal with a range of disability related issues.
- Coordinate education/information sessions for parents of children with a disability or developmental delay according to identified need.
- Liaise with other service providers within the regional network, the SPSP Coordinator network and the Association for Children with a Disability.
- Provide information and support to encourage parents to self-advocate for their child, or provide advocacy referral if required.
- Undertake service planning with parents to link them into relevant community supports and services.
- Communicate respectfully and effectively with parents using language parents understand.
- Utilise effective active listening and interpersonal communication skills
- Respond in a timely and appropriate way to group dynamics and individual issues.

### Administration

- Maintain appropriate professional records of service and ensure the completion of all required data and service accountability requirements for relevant funding bodies and agencies.

### Quality and risk

- Identify and report on any issues that require systemic advocacy because significant numbers of families are facing similar problems that would be addressed by changes to systems, policies, funding or guidelines.
- Identify and participate in relevant and/or required professional development
- Participate in continuous improvement exercises.

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### Strengthening Parent Support Program Coordinator

#### 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.
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## 5. Person specification

#### Qualifications

- Diploma level qualification in relevant field required as a minimum.
- Higher education qualification in specific Disability, Mental Health, Social or Community Services desirable.

#### Experience

- Professional experience working within the Community Services field desirable.

#### Core selection criteria

- Values alignment: Ability to demonstrate and authentically promote Uniting's values
  - Strong understanding of families with children with disabilities and their needs.
  - Excellent interpersonal skills, including the ability to empower families through the provision of relevant information and other support.
  - Sound group work skills including organizing programs, events and activities in various rural community settings.
  - Willingness and capability to undertake public speaking and community education activities.
  - Strong understanding of the National Disability Insurance Scheme.
  - Skills in preparing submissions for funding and seeking out potential funding opportunities to support activities of the network.
  - Well-developed organizational and written skills, including skills in preparing professional reports and managing data and reporting requirements for funding bodies.
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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

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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.**

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## 7. Acknowledgement

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

	Employee	Manager
Name:		
Signature:		
Date:		