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| **POSITION DESCRIPTION** |  |

**Service:** Child & Family Services

**Program:** Family Services

**Team:** Family Services

**Position Title:**  Practitioner Family Services

**Probation Period:** Current Status or as negotiated.

**Position Base:** Wodonga or Wangaratta but from time to time may be required to work at other UMFC sites either temporarily or permanently by negotiation.

**Award:** Social, Community, Home Care and Disability Services Industry Award 2010

**Classification:** Social & Community Services Employee

**Level:** Level 4 - 5

**Hours of Work:** Full-Time (38 hrs p.w.) Contracted hours and days are according to Employment Conditions form that may change as agreed from time to time.

**Tenure:** Ongoing employment dependent upon continued appropriate funding capable of supporting the position. If appropriate funding is not available the position may become redundant.

**Travel:** East Hume regional work requiring local/regional travel on a day to day/regular basis using an Agency vehicle.

# 1. POSITION CONTEXT & SUMMARY OF POSITION

Consistent with the Agency mission, Strengthening Families and individuals to Build Vibrant Communities the UMFC **Child and Family Services** (incorporating Child Wellbeing, Family Services, Family Therapy, Early Years and Financial Counselling) provide vulnerable children and families with access to a range of services including information and advice, taking referrals and linking with suitable community services, providing family based and therapeutic intervention, advice and support to early years services, as well as intensive casework and case coordination. Services are aimed at developing the capacity and capability of families to support the healthy development, safety, and stability of their children and young people.

The Department of Families, Fairness and Housing provides the funding for this position as a part of Integrated Family Services (IFS) operating under the Children Youth and Families Act 2005 within the Strategic Framework for Family Services 2007.

***The Family Services program*** aims to strengthen the capacity of families to promote the safety, stability and development of children and young people and to improve families’ community connections and access to community resources. Family Services receives all referrals from The Orange Door Ovens Murray.

These Family Services Practitioner roles provide complex case work with children and families towards recovery, capacity building, sustainable change and positive family functioning.

# 2. COMMUNICATION WITH OTHERS

Position supervised by: Team Leader Family Services / Snr Practitioner.

Supervises directly: Nil Staff

Communicates internally primarily with: All members of the CAFS Team & other UMFC Services.

Communicates externally primarily with: DFFH, Clients, referral sources and other professionals

# 3. KEY RESPONSIBILITY AREAS (KRAS)

Consistent with the Upper Murray Family Care values of Participation, Respect, Excellence, Justice and Honesty, this position provides high quality, efficient services through the following Key Responsibility Areas:

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| **KRA 3.1**  Using a strengths-based, trauma informed approach, provide support services consistent with the Best Interests Case Practice Model   * Involvement of children and families in the development, implementation and review of Child & Family Action Plans. * Provision of case-coordination that supports the diversity, mental health, drug and   alcohol, trauma and disability experiences of the family.   * Provision of therapeutic parenting programs. * Engage Infants, Children and Adolescents in meeting their emotional and developmental   needs.   * Use of CAFS processes to address concerns for the well-being of children. * Co-facilitation of group work programs for CAFS clients where allocated. * Update and maintain data base (IRIS – services and case notes) and all relevant documentation within IFS timelines and guidelines. |
| **KRA 3.2**  Undertake timely closure of cases, and acceptance of newly allocated cases. |
| **KRA 3.3**  Contribute to continuous improvement of all CAFS services for children and families, including participation in Child & Family Services networks in the local catchment. |
| **KRA 3.4**  Support a culture that promotes child safety with particular attention to Aboriginal and CALD cultural safety and children with a disability. |

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| **KRA 3.5**  Contribute to the creation and maintenance of a culture that reflects the Agency values of participation, respect, excellence, justice and honesty. |
| **KRA 3.6**  Actively participate as a team member in relevant meeting s, professional development processes such as supervision, training and quality improvement processes in line with program and UMFC guidelines and requirements. |
| **KRA 3.7**  Actively undertake all OHS requirements appropriate to the position & consistent with legal obligation and UMFC culture, policy and procedure. |
| **KRA 3.8**Other duties/delegations as directed, relevant to the main focus of the position. |

# 4. PHYSICAL REQUIREMENTS OF THE POSITION

(Key of estimated daily requirements: Not Required=0%, Marginal=1-5%, Occasional=6-20%; Regular21-50%, Frequent=51-70%, Continuous=> 70%)

* Sitting – Frequent
* Computer based tasks – Frequent
* Driving – Regular
* Lifting – Marginal

# 5. KEY SELECTION CRITERIA

* 1. Tertiary qualifications in social work or related field e.g. Bachelor of Social Work, Psychology, Diploma of Welfare Studies.
  2. Demonstrated ability to apply a range of family intervention model.
  3. Demonstrated skills in applying strengths-based assessments to family situations.
  4. Demonstrated ability to engage and work with complex family situations.
  5. Demonstrated ability to apply family work/case management principles in a strengths based manner.
  6. Demonstrated ability to work independently and as a member of a team.
  7. Demonstrated ability to work with a wide range of professionals and access appropriate community resources.
  8. Demonstrated ability to prepare written reports, maintain records and manage time effectively and efficiently .
  9. Demonstrated willingness to engage in relevant professional development that contributes to the CAFS team’s capacity to provide services to families .

Personal Attributes:

* Team work – preparedness to consult extensively
* Analytical and Innovative
* Communication skills – both written and interpersonal
* Accountability – high value
* Adaptability
* Emotional Intelligence/Relationship Management

# 6. ADDITIONAL ESSENTIAL REQUIREMENTS OF THE POSITION FOR SUCCESSFUL APPLICANTS

6.1 A satisfactory Victorian & NSW Working with Children Check

6.3 A satisfactory National Police Check

6.4 Current driver’s license

# 7. WORK CHALLENGES/PRESSURES

* Working with children and families’ complex situations and needs
* Dealing with people with a variety of abilities and needs
* Dealing with distressed clients
* Working with external services with different priorities
* Adhering to timeframes as per IFS guidelines

# 8. SUPERVISION

At UMFC, supervision is considered to be an integral part of service delivery and workforce management. The development and maintenance of skilled and supported workers depends in large part on the support and structured reflection provided by the supervision framework.

Supervision has a number of benefits for workers, clients, and the organisation, including:

* Protection and a commitment to quality service provision for clients through case review
* A forum of accountability for those to whom the worker is accountable (clients, organisation, profession)
* A reflective space for workers to identify their strengths and weaknesses and any personal issues that may impact on their professional practice
* An opportunity for workers to build their skills and identify areas for future development in a supportive environment.

Supervision is a requirement for all workers at UMFC and must, at a minimum, be provided:

* on an individual basis
* for 2 hours per month (pro rata).

# 9. CONTRACT OF EMPLOYMENT

All persons employed by the agency are employed under contract. Each contract will provide specific information relating to policies and procedures, including the code of conduct, confidentiality and privacy procedure and pre-existing medical conditions which are required to be signed by persons commencing employment at UMFC.

# 10. DECLARATION OF CURRENT AND ONGOING CAPACITY

1. I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described both in writing in this document, along with any verbal explanations in terms of:
2. The knowledge, skills and attitudes required, and
3. My physical and psychological capacity to undertake the work.
4. Additionally I agree to notify the Agency immediately of **ANY CHANGE** in my capacity to meet the requirements as outlined in this position description. This may include, but is not limited to:-

* any changes in the status of my driver’s license
* my ability to meet any required professional registration
* any compliance requirements such as the DWES where relevant), WWC check and police check.

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| ***Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***    ***Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |  |