

Position Description

Position Title	Child and Family Practitioner
Directorate / Service / Program	Services / Family Support & Out of Home Care / Family & Community Services
Reports to	Coordinator Child and Family or Senior Child and Family Practitioner
Location	Barwon and Golden Plains Regions
Classification	Social, Community, Home Care and Disability Services Industry Award Level 5
Date Revised	July 2023

ABOUT US

Barwon Child, Youth & Family and Bethany Group have merged. We are now Meli, inspired by the word Meliorism. The belief that the world can be made better through human effort.

Meli is a Victorian not-for-profit organisation, offering a unique combination of services to support members of our community throughout their lifetime, from early childhood through to adolescence and adulthood.

Everyone faces challenges occasionally, and Meli is here to lend compassionate help, and to take a preventative and early response approach – no matter how big or small a problem.

Our Purpose: Supporting people, strengthening communities.

Our Vision: A fair, safe and inclusive community where everyone can thrive.

Our Values: Build Connection, Show Courage, Inspire Action, Celebrate Difference, Be Dynamic.

To learn more about Meli please visit meli.org.au.

POSITION OVERVIEW

The Child and Family Practitioner will work within each program to provide high quality assertive outreach to families to address any identified risk factors and to contribute to the development of protective factors that will enable families to develop aspirations, make pro-social connections and engage in a pathway that will lead to productive, healthy and happy lives for BCYF clients.

This program provides targeted supports to highly vulnerable and complex needs individuals and families with the intention of strengthening parenting skills and increasing the capacity of families to manage independently.

The key objectives of this role are:

- Apply a case management model to a family in order to increase parental capacity to care well for children
- Focus on the child's safety, stability, health, development and learning.
- Provide a range of tailored interventions to the targeted cohort in line with the Best Interests Framework.

KEY ACCOUNTABILITIES

Duties of this position may include, but are not limited to the following:

- Delivery of a case management model to families in order to increase parental capacity and care for children and young people.

- Undertake assertive outreach in the community and clients home.
- Develop effective partnerships with relevant organisations to ensure effective coordination of client services and specialist supports
- Develop and maintain positive working relationships with internal and external stakeholders, specifically the Child Protection Agency.
- Record and maintain data in accordance with program requirements and legislation
- Seek secondary consultation and advice from relevant experts, specialists and experienced peers to support decision-making.
- Participate in core capability training, action learning and practice reflection opportunities to support the client support model.
- Participate in supervision and appropriate meetings.
- Provision of high quality and intensive level of case support for individuals, families and children who have multiple or complex needs and issues and require support from a range of services.
- Conduct needs and services identification, outcomes focused planning and regular outcomes reviews, using case planning tools and prescribed techniques to support vulnerable individuals, families and children with multiple needs
- Conduct thorough risk assessments
- Collaborate with client group to develop a Client Support Plan
- Deliver a service that recognises an individual's, families or child capabilities, as well as responding to their vulnerabilities.
- Develop Child and Family Action plans
- Participate in the collection of relevant client and professional feedback
- Identify areas of improvement in relation to service delivery and agency mechanisms

Organisational Accountabilities:

- Other reasonable duties as directed
- Apply Meli's quality and risk management frameworks.
- Understand and comply with the standards of a child safe organisation.
- Active involvement in professional development to build knowledge and skills.
- Make decisions following Meli values, relevant standards, practices, policies, procedures, regulations, industrial instruments and legislation.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Qualification in Social Work, Psychology, Nursing, Diploma of Welfare Studies, Diploma of Alcohol and Other Drugs or related field
- Demonstrated experience managing complex cases with strong case practice including client advocacy, counselling, therapeutic interventions and family support in line with the Best Interest Framework
- Demonstrated skills in risk and needs assessments
- Demonstrated knowledge of the factors that can impact on a parent's ability to care for children and knowledge of the service system and resources available that can support parents, children and young people

- Understanding of the purpose and expectations of the Victorian Child Safe Standards and demonstrated commitment to contributing to a child safe organisation in both practice and culture.
- Victorian Driver's Licence

OTHER REQUIREMENTS OF THE ROLE

All employees must undergo and maintain a range of satisfactory checks as a condition of employment. These include:

- Working with Children Check
- National Police Check
- International Police Check (if required)
- Have the right to work in Australia

KEY STAKEHOLDERS

- Meli employees
- Department of Health and Human Services
- Family Service providers/Family Services Alliance
- VicPol, Magistrates Court and Department of Justice and Regulation
- A range of Community Based Organisations and Health Services
- Education Providers

PHYSICAL REQUIREMENTS & ENVIRONMENTAL CONDITIONS OF THE ROLE

Meli is committed to creating inclusive spaces that are accessible for everyone by reducing and/or removing barriers through reasonable adjustments.

The following table shows the physical and psychological work environment characteristics that have been identified as part of this role. Where possible, Meli will make reasonable adjustments to support individuals to succeed in their roles.

REQUIRED ACTIVITIES / WORKING ENVIRONMENT	FREQUENCY
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Rarely
Working in buildings which may have stairs (Reasonable adjustments can be made)	Often
Driving, in & out of vehicles (If driving is required, must hold current Victorian Driver Licence)	Often
Bending, lifting, pushing, pulling	Often
Working alone or at a co-located site	Often
Confrontational/confronting situations (Due to the nature of our work, there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)	Often
Working outside in differing weather conditions	Often
Working on-call and/or after hours	Rarely
Attending external locations including client homes	Often

INCLUSION STATEMENT

Meli is committed to being a place where everyone has a sense of belonging.

We embrace the unique perspectives and experience of our people and our community, and their voice is at the heart of our values and decision making.

We aim to be courageous as we learn, grow, and evolve as an accessible, inclusive and safe organisation for people of all identities.

We are working to create a team of people who reflect the diverse community we support. Aboriginal and Torres Strait Islander, LGBTQIA+, culturally diverse people, those living with a disability, and those looking to return to the workforce following a break in their career, are encouraged to apply for our roles.

CHILD SAFETY STATEMENT

Meli is committed to child safety in every aspect of the organisation. We take deliberate steps to protect children from physical, sexual, emotional, and psychological abuse and neglect. Our organisation fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns.

We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children and young people. This includes providing a safe environment for children and young people with a disability, who are Aboriginal and Torres Strait Islander, from culturally and/or linguistically diverse backgrounds or who identify as LGBTI+.

Meli's policies and practices promote the safety and wellbeing of children and establish an effective, consistent approach to prevent, respond to and encourage the reporting of allegations of child abuse and harm.

All children, their families and carers should feel welcome at Meli, including feeling able to express their identity and raise concerns about their own or others' safety.

EMPLOYEE DECLARATION

I have read and understood this Position Description and in signing this document agree that I can fulfill all the requirements of the position described in this document. Additionally, I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:	Signature:	Date:

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.