

	Position Title: Lead Child and Family Practice Specialist: Training and Development		Team: Child & Family Wellbeing		Region: Central
	Supervisors: Director, Berry Street Childhood Institute	Delegations and Authorities: In Line with Delegations Policy	Band: D	Date Completed: 28 June 2018	

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS		ROLE CONTEXT
<p>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p>		<p>The Berry Street Childhood Institute (BSCI) is a Knowledge-to-Action centre for improving childhood which seeks to contribute to: increased understanding and awareness of what sustains a good childhood; and wider and more effective action directed at the amelioration of adverse childhood experiences. BSCI undertakes a range of activities including training & events, consultancy, research & evaluation and service innovation. These activities are closely aligned with Berry Street's services and practice.</p> <p>As part of its contract with the Department of Health & Human Services, Take Two is funded to provide training to the child and family services field regarding child abuse and neglect. In particular, the training focuses on the consequences of such abuse (such as trauma and disrupted attachment) and how to work effectively towards the children's recovery. Following a review of Berry Street's management of training in 2016, the externally facing training delivered as part of the Take Two contract is managed through the Berry Street Childhood Institute. This role fulfils part of the requirements of this contract, as well as meeting the broader objectives of Berry Street and BSCI.</p>
OUR VALUES		PRIMARY OBJECTIVES OF THE ROLE
<p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>		<p>The primary objective of the Lead Child and Family Practice Specialist position is leadership of the development and provision of training to child protection, youth justice and out of home care staff, with a focus on child trauma, attachment, development, resilience and healing.</p>
		REPORTING RELATIONSHIPS
		<p>This role is based at our Richmond Office.</p> <p>The Lead Child and Family Practice Specialist reports to the Director, Berry Street Childhood Institute who will provide supervision and review. The role supervises the Senior Child and Family Practice Specialist, Training and Development and/or training consultants.</p>

EXPECTATIONS	
<ul style="list-style-type: none"> Conduct themselves in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together. Have a demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety. Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women. Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities. 	
KEY SELECTION CRITERIA : KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE	
<ul style="list-style-type: none"> Experience in working with children, young people, families and carers with a sound understanding of child development, trauma theory, attachment theory, resilience and systemic work. Ability to manage a small team, providing staff supervision, coaching and support. Experience of successfully negotiating business with key government officers and senior staff from community sector organisations. Capacity to articulate and relate theory to practice in training and professional development. Well-developed experience in organising, delivering and facilitating high quality training and related professional development functions. A working knowledge of learning transfer, implementation science and evaluation of training. Cultural awareness and willingness to learn regarding Aboriginal children and the Aboriginal community and culturally and linguistically diverse communities. Capacity to develop innovative responses to identified learning and development needs. Specific experience of undertaking and supervising project work and project management on a fee for service basis, including negotiating contracts with purchasers, clarifying project briefs and delivering quality products. Excellent written and oral communication skills (including development of training materials and project reports, public speaking and facilitation skills). Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies. 	
QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none"> A tertiary qualification in social work, psychology, welfare or a related discipline is required. Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances. Experience of leading a team and staff supervision. A minimum of two years of direct clinical experience. 	<ul style="list-style-type: none"> Experience in organising small, medium and large-size events, such as with external guest speakers. Understanding of Government policy and legislation that relates to children, young people and families involved with the Child Protection & Care system. Knowledge and experience of Family Violence. A tertiary qualification in training or a Certificate IV in Workplace Training and Assessment is required. Knowledge of the principles of Neurosequential Model of Therapeutics

	<p>(NMT).</p> <ul style="list-style-type: none">• Competence in the use of Microsoft Power Point and Microsoft Word programs.
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KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Development of Training	<ul style="list-style-type: none"> • Maintain a thorough knowledge and understanding of the training needs of the protection & care system. • Maintain a thorough and up-to-date knowledge of effective responses to the trauma of child abuse, neglect and family violence. • Undertake workforce skills audits and training needs analyses. • In developing training, participate in consultations with a range of providers including Take Two, out of home care services, Aboriginal Community Controlled organisations, peak bodies and government departments. • Plan and develop targeted training programs to key stakeholder groups such as Child Protection, Home-Based Care & Residential Care. • Ensure the development of training is informed by contemporary understandings of learning transfer and implementation science. • Develop tailored training for Berry Street and client organisations. • Develop impact maps for all training programs and use these maps to evaluate training delivered. • Supervise the Senior Child and Family Practice Specialist development of training.
Delivery of Training	<ul style="list-style-type: none"> • Manage all aspects of contracted projects and ensure quality of products developed. • Participate in specific projects which may require literature reviews and conceptual framework development. • Build the capacity of the service sector through provision of consultancy advice.
Project and consultancy work	<ul style="list-style-type: none"> • Manage all aspects of contracted projects and ensure quality of products developed. • Participate in specific projects which may require literature reviews and conceptual framework development. • Build the capacity of the service sector through provision of consultancy advice.
Collaboration	<ul style="list-style-type: none"> • Liaise with key staff within Berry Street and facilitate effective links across services. Of particular importance to this role are collaborative relationships with staff of Take Two, out of home care services and the Learning & Development and BSCI teams. • Build relationships and consult with key DHHS representatives about their expectations for training of protection and care staff. • Build collaborative relationships with key experts relevant to child trauma, attachment, development, resilience and healing.
Administration	<ul style="list-style-type: none"> • Contribute to the development of a BSCI Child & Family Wellbeing Training Strategy and Plan. • Collect, evaluate and analyse data from training. • Maintain clear records of training development, delivery and evaluation. • Provide a Monthly Report to the Director BSCI. • Work with the Training Compliance and Administration team, as required. • Identify and report on any Occupational Health and Safety concerns.
Contribute to the work of the Berry Street Childhood Institute	<ul style="list-style-type: none"> • Actively participate in supervision with the Director, BSCI. • Attend and actively contribute to BSCI team meetings. • Support colleagues of the BSCI with their respective responsibilities, as required. • Represent BSCI in key forums and meetings.

CONDITIONS OF EMPLOYMENT

1. This position is for 76 hours per fortnight. There is no paid overtime, but any extra hours worked will be accrued as Time-in-Lieu according to the *Berry Street Victoria 2014-2017 Agreement*. If preferred, the position could be undertaken .8 EFT, by mutual agreement.
2. You will initially be employed at our Richmond Office. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the *Berry Street Victoria 2014-2017 Agreement*, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The base salary for this position is \$92,996.09 under the *Berry Street Victoria 2014-2017 Agreement*. The value of the salary can be increased through salary packaging.
5. You will be eligible for an annual motor vehicle allowance of \$10,500 (pro rata). This allowance is all inclusive for motor vehicle costs incurred during employment with Berry Street.
6. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
7. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
8. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identity and qualifications.
9. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
10. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
11. Berry Street has a smoke-free workplace policy.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations. Primarily in Richmond, but at times will need to travel throughout the state, which may involve staying overnight at times.	Every week, occasional state wide
	Work office hours with the possibility of extended hours, with the possibility of some evening work.	Regular
	Work in an open plan office.	Daily
	Work in buildings, which may be two-storey.	Daily
	Sit at a computer or in meetings for extended periods.	Daily
	Work in an environment with competing demands.	Regular
People Contact	Liaise with government, non-government and community organisations.	Regular
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviours.	Regular
	Undertake supervisory, recruitment, training and staff development activities.	Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Undertake intense administrative tasks, which include computer work, report writing participating in meetings, and concentrating for long periods of time.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, and video, electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Occasional