



JOB DESCRIPTION

FAMILY DISPUTE RESOLUTION PRACTITIONER

Reports to	Regional/Program Manager
Positions under direct responsibility	Nil
Position Liaises with	Other RANSW, FRC and RAMS staff

This position requires the practitioner to be registered on the Australian Government Attorney General's Department Register of Family Dispute Resolution Practitioners under the Family Law Act 1975 (See Family Dispute Resolution Practitioners Regulations 2008).

POSITION RESPONSIBILITIES

- Provision of a range of interventions to families post-separation who are experiencing conflict and are unable to reach agreement regarding parenting arrangements for their children. These interventions include mediation, therapeutic family conflict management strategies and child inclusive practice.
- Maintaining Family Dispute Resolution service to clients from referral to closure as appropriate, including all clinical and administrative tasks of cases.
- Ensures compliance with Work Health and Safety in line with the organisation's WH+S Policy and procedures.

KEY TASKS

- Assess suitability of clients and presenting issues for mediation in accordance with the requirements of the Family Law Act 1975 and in accordance with organisational policies, procedures and guidelines.
- Conduct telephone and face-to-face Intake Assessment Interviews in accordance with organisational policies, procedures and guidelines.
- Facilitate mediation sessions with clients, including Child Inclusive Practice where appropriate.
- Provide information to clients and potential clients about other options upon separation, including information about counselling and legal processes. Refer clients to other services (internal and external) as required.

- Issue Section 60I Certificates as required.
- Prepare agreements, parenting plans, records of FDR and client letters in accordance with internal and appropriate external competency requirements.
- Collaborate in the provision of multi-disciplinary interventions to family's post-separation experiencing high conflict.
- Participation in clinical supervision and professional development.

ESSENTIAL SKILLS / COMPETENCIES

- Registered on the Australian Government Attorney General's Department Register of Family Dispute Resolution Practitioners under the Family Law Act 1975
- A tertiary background in Law, Social Sciences, Social work, or Mediation/Dispute Resolution
- Demonstrated high level skills in family dispute resolution, including assessments and mediation interventions
- Demonstrated ability to work in a child focused approach
- Knowledge of issues facing separating families
- High level written and oral communication skills
- Ability to work as an effective team member
- Proficiency at using data management systems, Microsoft Office packages, and video conferencing.

DESIRABLE

- Experience in FDR with child inclusive approach
- Flexibility in availability
- Clinical experience working with parents and children
- Knowledge of child development
- Knowledge of mental health issues
- Experience in workplace mediation and/or group facilitation
- Experience in property mediation
- Experience with clients from Culturally and Linguistically diverse (CALD) backgrounds
- Fluency in community language other than English