



CHILD & FAMILY SERVICES
FAMILY SERVICES PRACTITIONER

POSITION	
DESCRIPTION	
Service:	Child & Family Services
Program:	Family Services
Position Title:	Family Services Practitioner
Probation Period:	6 months from commencement
Position Base:	Wodonga office but by negotiation 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 5
Hours of Work:	Full-Time (38 hrs p.w.) Contracted hours are according to Employment Conditions (EC) form that may change as agreed from time to time.
Tenure:	Ongoing employment subject to available funding appropriate to supporting the position.
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

The UMFC **Child and Family Services** (incorporating Child FIRST, Family Services, Inclusion Support, and Pre-School Field Officers) supports vulnerable children, young people and their families through a range of activities including information and advice, taking referrals and linking with suitable community services, providing family based intervention, and advice and support to early years services.

The Department of Human Services 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 2006 <http://www.cyf.vic.gov.au/family-services>

Consistent with the Agency mission, Strengthening Families to Build Vibrant Communities, CAFS is an innovative service model providing assistance to vulnerable children, young people & their families in the Ovens Murray region. The program promotes the safety, stability & development

of children & supports & empowers families to fully recognise their potential through direct service & by enhancing the service network.

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 Child FIRST program.

The Child FIRST program provides the entry point for vulnerable children and families to access the range of services and supports they need to build the capacity of the family to support their children's healthy development. The focus is on preventing families moving into the Child Protection system through early identification and intervention.

Both programs provide services across the Upper Hume and Central Hume areas operating under the Children Youth and Families Act 2005, using the Best Interests Case Practice Model 2008.

2. COMMUNICATION WITH OTHERS

Position supervised by:	Family Services Team Leader
Supervises directly:	Nil Staff
Communicates internally primarily with:	All members of the CAFS Team including Family Services, Child FIRST, Inclusion Support, Preschool Field Officers as well as Out of Home Care & other UMFC services
Communicates externally primarily with:	DHSS, 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:

KRA 3.1

Using a strengths-based approach, provide support services consistent with the Best Interests Case Practice Model (or Kinship Care Model where relevant) to families allocated to IFS following assessment and prioritisation by Child FIRST and CAFS leadership group. Including

- Analysis and review of Best Interests domains information.
- Involvement of children and families in the development, implementation and review of Child & Family Action Plans.
- Provision of case-coordination.
- Use of CAFS processes to address concerns for the well-being of children.
- Co-facilitation of group work programs for CAFS clients where allocated.
- Provision of short-term support (including family decision making) for families allocated as a part of the Kinship Care program.
- Update and maintain data base (IRIS – services and case notes) and all relevant documentation within IFS timelines and guidelines.

<p>KRA 3.2 Undertake timely closure of cases, and acceptance of newly allocated cases.</p>
<p>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.</p>
<p>KRA 3.4 Support a culture that promotes child safety with particular attention to Aboriginal and CALD cultural safety and children with a disability.</p>
<p>KRA 3.5 Contribute to the creation and maintenance of a culture that reflects the Agency values of participation, respect, excellence, justice and honesty.</p>
<p>KRA 3.6 Actively participate as a team member in relevant meetings, professional development processes such as supervision, training and quality improvement processes in line with program and UMFC guidelines and requirements.</p>
<p>KRA 3.7 Actively undertake all OHS requirements appropriate to the position & consistent with legal obligation and UMFC culture, policy and procedure.</p>
<p>KRA 3.8 Other duties/delegations as directed, relevant to the main focus of the position.</p>

4. PHYSICAL REQUIREMENTS OF THE POSITION

(Key of estimated daily requirements: Not Required=0%, Marginal=1-5%, Occasional=6-20%; Regular=21-50%, Frequent=51-70%, Continuous=> 70%)

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

5. KEY SELECTION CRITERIA

- 5.1 Tertiary qualifications in social work or related field e.g. Bachelor of Social Work, Psychology, Diploma of Welfare Studies
- 5.2 Demonstrated ability to apply a range of family intervention model
- 5.3 Demonstrated skills in applying strengths-based assessments to family situations
- 5.4 Demonstrated ability to engage and work with complex family situations
- 5.5 Demonstrated ability to apply family work/case management principles in a strengths based manner
- 5.6 Demonstrated ability to work independently and as a member of a team
- 5.7 Demonstrated ability to work with a wide range of professionals and access appropriate community resources

- 5.8 Demonstrated ability to prepare written reports, maintain records and manage time effectively and efficiently
- 5.9 Demonstrated willingness to engage in relevant professional development that contributes to the CAFS team's capacity to provide services to families
- 5.10 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 Working with Children Check
- 6.2 A satisfactory Police Check
- 6.3 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:
 - a) The knowledge, skills and attitudes required, and
 - b) My physical and psychological capacity to undertake the work.

2. Additionally I agree to notify the Agency immediately of **ANY CHANGE** in my capacity to meet the requirements as outlined in this position description including any changes in the status of my driver's license, and/or my ability to meet legislative requirements such as the WWC check and police check.

Signed: _____

Attachments: *Organisational Chart*
Agency Brochure
Program Brochure
Benefits of Employment

Witnessed: _____

Date: _____