

<b>JOB TITLE</b>	Child and Family Coordinator
<b>REPORTS TO</b>	Women on Remand Program Coordinator
<b>DIRECT REPORT</b>	Volunteers
<b>INTERNAL STAKEHOLDERS</b>	All SHINE for Kids staff and volunteers
<b>EXTERNAL STAKEHOLDERS</b>	<ul style="list-style-type: none"> <li>• Children, young people and their carer's and families,</li> <li>• Female Inmates</li> <li>• Correctional Centre staff and management</li> <li>• Community and/or Government agencies supporting children, young people and families</li> </ul>
<b>LOCATION</b>	Numinbah Correctional Centre
	Part Time 10 hours Weekends 5 hours Saturday 5 hours Sunday

SHINE for Kids is the only national charity to provide services to support children and young people from infancy through to reaching adulthood at 18, our programs operate in secure, open custody, and transitional correctional facilities throughout NSW, ACT, VIC and QLD, and encompass:

- Mentoring
- Casework and Parenting
- Supported Transport
- Onsite Engagement Facilitation including Child and Family Centres and supported prison visits
- Aboriginal Program
- Educational Support
- Carer Support

SHINE for Kids programs are designed to provide positive opportunities to reduce the likelihood of children transitioning into child protection and justice systems, help avoid family fragmentation, and to reduce both juvenile and adult recidivism.

#### **JOB PURPOSE**

The Child and Family Coordinator Numinbah is responsible for facilitating supported play sessions that repair and nurture the child-parent bond on weekends during visits at the prison complex. The women in custody are engaged in The Keeping Us Together – Mothers on Remand Parenting Program which aims to enable incarcerated mothers to maintain connections with or reconnect with their children and increase the likelihood of their children being reunited with them upon release.

The program uses mindfulness and reflection to help mums in custody examine and improve their communication with children so that they may foster more positive interactions which support children's development and positive identity.

The program encourages positive family interaction and provides a variety of facilitated play sessions in the relevant visiting area of the Correctional Centres.

## **DUTIES AND RESPONSIBILITIES**

- Implement and supervise supported play sessions with woman on remand and their children ensuring the program is meeting the needs of children visiting the Correctional Centre. Play sessions must be delivered in a flexible, age appropriate, culturally competent and safe manner. Refer complex cases for professional support where required.
- Liaise with Corrections Staff for referrals to the program and promote the program with inmates
- Maintain appropriate data collection and monitoring processes in particular electronic case notes on SHINE Database. Collect outcomes data to measure the success of the program including pre and post surveys
- Recruit and support retain volunteer ensuring compliance with safeguarding children policy and all other SHINE policies and procedures.
- Maintain an open, warm and professional relationship with all parents (inmate and non-inmate) and share positive information about children with their parents.
- Provide continuous improvement ideas wherever possible to enhance the quality of the services provided
- Work in collaboration with community, government and other agencies in order to share resources and effectively utilise each other's area of expertise and knowledge for the benefit of children, young people and their families, to be able to provide a professional and respectful service delivery partnership.
- Support Centre and prison in-visit events such as Christmas parties, Mother's Day, Father's Day and cultural events and activities such NAIDOC Day, Chinese New Year, etc.
- Be aware of, and adhere to, SHINE for Kids policies and procedures including the Professional Conduct and Ethics Policy.
- Ensure that the work carried out contributes to the achievement of the SHINE for Kids Strategic Plan and reflects organisational core values.
- Promoting a caring, culturally appropriate and nonjudgmental environment for children where they are the priority and where they, and their families, are treated with dignity and respect.
- Ensure a safe environment for all those who attend the Centre taking into account child care and protection principles of situational prevention and risk management

### **Administration**

- Undertake office administrative tasks related to the program
- Ensure that monthly statistics are maintained and reported on
- Assist with the provision of good news stories or case studies which promote the achievements program
- Compile case notes, reports and records of client information on the SHINE database.
- Draft Quarterly report
- Manage program expenditure

### **Supervision of volunteers**

- Support volunteers to work within SHINE for Kids program guidelines and maintain professional relationships with parents, carers and Corrective Services staff.

### **Team Work and Supervision**

- Participate in ongoing training and professional development activities

- Attend meetings and training as required
- Attend supervision with your supervisor on a regular basis
- Actively participate in staff meetings, intake meetings, peer review and case management meetings.
- Actively participate in project management tool Trello

#### **OTHER DUTIES**

Other duties, tasks and projects as required – These additional duties, tasks and projects must be issued in accordance to and an extension from:

- The person's demonstrated skills and abilities
- Relevant/related qualifications
- Previous experience
- Adherence to and not in any conflict with or breach of any SHINE for Kids:
  - Policies and procedures
  - Code of conduct
  - Guidelines for adhering to professional role boundaries

#### **WORKPLACE HEALTH AND SAFETY**

- Have an understanding and adhere to work, Health and Safety policies and procedures to ensure the health and safety of yourself and others at the workplace at all times
- Report all WHS hazards and incidents as per policy requirements and actively participate in any corrective actions that may arise post reporting
- Ensure your personal health and wellbeing is supported via sound self-care practices and the use of the SHINE for Kids Employee Assistance program
- Work within all specific Corrective Services NSW WH & S requirements when working within Corrective Services environments.
- Where required, conduct risk assessments on programs and activities to ensure the safety of staff, volunteers, children and their families, inmates and others
- Be aware of strategies to maintain personal health and wellbeing (eg: using the SHINE for Kids Employee Assistance Program).

#### **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Everyone at SHINE for Kids from Executive staff to volunteers take seriously our commitment and responsibility to safeguarding children and young people across all of our programs and services in a supportive environment that is caring, safe, nurturing, free from bullying, abuse, exploitation and neglect. As an employee of SHINE for Kids, you are required to meet the behaviour standards outlined in our SHINE for Kids Safeguarding Children Statement and Practice and behaviour' guidelines / 'Safeguarding code of conduct. You will receive a copy of these guidelines or code as part of your letter of employment. You can also access a copy of this statement on the SHINE for Kids Website.

Therefore as part of your duties and responsibilities, you are required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

It is an offence under the commission for Children and Young People Act 1998, for a "prohibited person" to apply for this position. Relevant Criminal History, Corrections Criminal Record Inquiry (NSW only), Apprehended Violence

Orders, prior employment and background checks including relevant disciplinary proceedings, Working with Children Checks and verifications, will be conducted on selected applicants.

Our organisation undertakes additional screening processes to ensure the appropriate protection of children in its care. This includes reference checks, identity check, qualification checks and professional registration checks.

#### **EDUCATION/LICENSES/INDUSTRY EXPERIENCE**

- Diploma in Child Care, Certificate III in Child Care or Early Childhood Development or Cert III Childcare Assistant
- Current First Aid Certificate and current Anaphylaxis/Asthma and Epilepsy management training
- Current Working with Children Check (Paid)
- Our organisation undertakes several screening processes to ensure the appropriate protection of children in its care. This includes reference checks, Identity check, qualification checks, Criminal History Records Check (where applicable) and professional registration checks.
- Current Drivers Licence

#### **KEY SELECTION CRITERIA**

- Minimum 3 years experience working with children, young people and their families
- Experience in working with children/young people and programming activities
- Experience in working with volunteers as an integral part of a service delivery model.
- Demonstrate an understanding of the issues and challenges that children of prisoners face.
- Experience working with and engaging Aboriginal families and their children
- Demonstrate an awareness of the issues faced by Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse clients.
- Excellent verbal and written communication skills.
- Strong interpersonal and people skills
- Have an understanding of, or capacity to work within, the criminal justice system.
- The capacity to work professionally in an independent role, within a larger regional and interstate team structure.
- Adherence to the SHINE for Kids Code of Conduct and Ethics to ensure ethical issues are promptly addressed.
- Proficient computer literacy and experience with the Microsoft Suite (PowerPoint, Word, Outlook)
- Previous experience with the use of in-house databases.

#### **SKILLS AND ATTRIBUTES REQUIRED**

- Demonstrated experience facilitating program for vulnerable families
- Demonstrated ability to implement a program and tailor an evidenced-based program to unique client group
- Demonstrate an awareness of the issues faced by Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse clients and communities.
- Self starting initiative, trustworthy, reliable and able to complete tasks
- Demonstrated experience collaborating with multidisciplinary professionals to provide positive outcomes to children and their families
- Experience in planning and running support groups for Aboriginal children

#### **TRAINING REQUIRED**

##### **Provided by SHINE for Kids**

- Orientation training in regards to the policies, procedures and practices specific to this role
- Work Health and Safety Training

- Child Protection Training
- Ongoing staff development opportunities through SHINE for Kids and externally with other training providers
- Security Awareness Training

#### **ACKNOWLEDGMENT**

I acknowledge that I have read and understood the requirements of this position.

***Employee Name:***

***Employee Signature:***

***Date:***