

## Position Description

<b>Position Title</b>	Senior Practitioner, Family Law Services
<b>Department</b>	Family Law Services
<b>Program</b>	Various
<b>Location</b>	State-wide
<b>Classification</b>	Level 5

### About Relationships Australia Tasmania

Relationships Australia Tasmania (RA Tas) is a leading provider of relationship support services. We're here to help people and communities thrive by supporting people to create positive connections. Our services are for everyone, regardless of race, social status, sexual orientation, gender identity or intersex status.

### Our Values

At Relationships Australia Tasmania we are guided by these values in everything we do:

- Willing to serve
- In it together
- People matter
- Looking forward

### Position Summary

Post Separation Services aim to provide alternatives to formal legal processes for families who are separated, separating or in dispute to improve their relationships and make arrangements in the best interests of their children. Post Separation Services have a particular role to help families with complex needs.

The primary purpose of this position is to exercise practice expertise and sound judgment in providing direction to staff, and to contribute to high standards of professional practice within the team, including supervision. The Senior Practitioner will work closely with the manager to monitor staff performance and assist with improvement.

The Manager, Coordinator, and Senior Practitioner will work together to provide leadership on organisational priorities. This position will comprise of no less than 50% client work.

## Key Areas of Responsibility

- Provide dispute resolution services to assist parents to reach agreement on arrangements for children after separation
- Provide overall monitoring of supervision processes for the team, which may include, the provision of one-to-one and group supervision as required and liaise with Manager
- Ensure all staff practice accountabilities have been undertaken, including 3 direct or recorded observations per year (and 6 for inductees) and core competency requirements
- Assist in the induction of any new staff member
- May assist with monitoring performance, including file audits, and supporting improvements in practice with practitioners
- Assist staff to undertake or complete risk assessments, consider information and requirements, in order to decide upon next steps and informing others as required
- Provide input and assist the staff members and manager as required in regard to performance management, including assisting with issues of underperformance in relation to practice issues and admin issues on day to day tasks
- Advise and guide; organise and deliver group events for professional development
- Any other duties as required and within the general scope of responsibilities of this position

## Position Relationships

<b>Manager</b>	Manager, Family and Community Services
<b>Direct Report(s)</b>	Nil
<b>Other(s)</b>	RA Tas staff

## Extent of Authority

The Senior Practitioner provides clear and authoritative advice and recommendations for complex activities that are understood and accepted by others as resolving program and service delivery challenges. The Senior Practitioner may establish priorities and monitor work flow in their area of responsibility.

## Organisational Responsibilities

- Demonstrate professional workplace behaviours at all times in accordance with the organisation's Code of Conduct and Code of Ethics and adhere to all organisational policies, procedures, standards, practices and RA Tas values
- Assist RA Tas to create and maintain a safe and healthy work environment by working safely and adhering to all RA Tas Policy, procedures, standards and practices
- Actively participate in regular Supervision sessions in accordance with the RA Tas Supervision Model and positively engage in continued professional development activities
- Our organisation is an accredited White Ribbon Workplace, and as an employee of RA Tas you are required to promote a workplace environment that supports the rights of all employees to live free from violence and adhere to the RA Tas Family Violence Support Policy at all times
- Our organisation is a Child Safe organisation and takes child protection seriously. As an employee of RA Tas, you are required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines

## Selection Criteria

### Essential Requirements (Skills, knowledge, experience, qualification(s) and/or training)

1. Demonstrated experience and Degree qualification(s) in one or more of the following areas: social sciences, psychology, social work, family law, family dispute resolution or education
2. In-depth understanding of the impact of family separation and breakdown on children and experience in working to uphold the best interests of children
3. High level knowledge of child development, mandatory reporting, suicide intervention and working with family violence
4. Highly developed interpersonal and communication skills
5. Knowledge and understanding of cultural diversity and an understanding of the needs of indigenous people
6. Ability to work as part of a multi-disciplinary team and support the manager to lead the team to achieve strategic objectives
7. High level interpersonal skills and capacity to reflect on own practice, with supervisor, peers and self
8. Ability to work within and positively advance the mission and values of Relationships Australia Tasmania

### Desirable Attributes

9. Current drivers licence

## Special Requirements

- Appointment to this position will be subject to a current Working with Children Registration
- Some intrastate and interstate travel may be required in this position

## Working Conditions

- Some out of hours work may be required in order to satisfy operational requirements
- The position may involve working with people with challenging behaviours

## Approval

Mathew Rowell  
CEO

May 2017

*Ideally, a Position Description should be reviewed annually and updated as often as necessary.*