



## Position Description

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Program or Function name:	Functional Family Therapy-Child Welfare
Role Title:	Family Practitioner – FFT-CW
Award Classification: (If relevant)	SCHCADS
Primary Office Location:	Frankston
Employment Status:	Full time
Reports to:	Team Leader, Functional Family Therapy-Child Welfare

### OzChild

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Founded in 1851, OzChild supports vulnerable children and young people by providing healing, preventing abuse and neglect and strengthening families.

It is our goal to see that all children and young people are safe, respected, and nurtured, and reach their full potential.

### Child Safety

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We are committed to protecting children and young people from all forms of abuse, bullying, exploitation and neglect, and to creating environments in all our programs and services where children are safe and feel safe.

We are committed to listening to children and addressing any concerns they raise with us. OzChild will treat all allegations of child abuse very seriously. We will report all allegations in compliance with incident reporting, mandatory reporting and reportable conduct requirements.

All OzChild People are required to support this commitment to child safety, and to behave appropriately towards children at all times.

### Role Purpose Summary

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The purpose of the position is to provide Evidence based services are internationally recognised as having the highest level of research validating the beneficial outcomes for clients. They are characterised by a clearly articulated theory, comprehensive employee training manuals, model adherence measures and on-going quality assurance systems.

The Family Practitioner - Functional Family Therapy - Child Welfare (FFT - CW) is a role within OzChild to strengthen the benefit of services to children, young people and their families in specified areas utilising an evidence informed program.

The evidence informed program and has been developed to support families, with children from birth to 18 years, in the home. This service provides families with structured training, implementation of problem solving strategies, support to identify community-based resources and the review of outcomes.



In doing so, the position will support the OzChild Way behaviours and accountabilities as follows:

- **We deliver evidence-based services:** Utilise your professional knowledge and skills to monitor, review, develop and maintain policy, procedure, practices and guidelines that supports the accurate and timely completion of processes and reporting to support our Service Delivery and Program Teams.
- **Our customers determine our success:** Support and continually develop and enhance networks within OzChild and the capability of our Service Delivery and Program Teams to support the effective delivery of high quality services to children and young people, their families and to carers/volunteers.
- **We deliver innovative solutions:** Engage others in the development of functional plans, tactics and activities to support innovation in services and achieve the desired outcomes articulated in the OzChild Strategic Plan.
- **We set each other up for success:** Support collaboration with internal and external stakeholders and directly support your team and the Service Delivery and Program Teams by providing the necessary guidance, development, and tools for people to achieve success in their roles.
- **I learn, adapt, grow, and embrace my cultural competence:** Demonstrate a willingness and energy for personal learning, adapt to and embrace change, and develop your cultural competence.

### **Position Specific Responsibilities**

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As a Family Practitioner in the Functional Family Therapy - Child Welfare (FFT - CW) program you will be accountable for the daily operation of the program's performance. This will include:

- Participate in all model program training, supervision and consultation activities.
- Conduct assessment including review of referral information, identifying and engaging key participants, identifying systemic risks and protective factors, and developing an analysis of the problem behaviours within the ecological context and model process. Independently responsible for development of treatment plan.
  - Complete Pre-assessment within 24 hours of referral and before first phone call
  - Schedule first session within 48 hours of referral.
- Provide home-based interventions adhering to Functional Family Therapy - Child Welfare (FFT - CW) model. Be responsible for developing schedule at the convenience of the clients, and informing your line supervisor of this schedule.
- Create written phase plans that are tailored to the specific family (including linking plans to safety risks and referral behaviours and anticipated session frequency during phase).
- Create specific session plans based on phase plans that indicate link to referral behaviours and risks.
- Provide direct engagement and motivation and generalization using methods compatible with principles and practices of specified model.



- Address needs of clients through model adherent referrals to community partners, and provide support, monitoring and other case management to clients.
- Work with the team to identify and overcome barriers to engagement/motivation in families who have been referred.
- Attend weekly meetings with the Functional Family Therapy - Child Welfare (FFT - CW) Team Leader.
- Complete all required contacts with Clients are made, visit with family and siblings in accordance with statutory processes and regulations.
- Record and update outcomes and data management systems to ensure program quality and participate in Continuous Improvement to identify performance trends, best practices, and opportunities for improvement.
- Maintain clear and concise documentation of intervention efforts and Family Assessment and Service Planning according to DHHS guidelines and statutory requirements.
- Work alongside internal OzChild teams to enable continual improvement to the design and implementation of our service delivery model to further extend OzChild's commitment to improving the lives of children, young people and their families.
- Develop good working relationships with Aboriginal lead agencies to ensure cultural safety in our practice and good outcomes for aboriginal children and young people.
- Maintain stakeholder relationship with referral sources. Coordinate services within agency and with other community providers.
- Participate in building a strong team that is built on inclusiveness and respectfulness operating with a high level of professional management in a complex and demanding environment.
- Be accountable to the performance outcomes of the program you are responsible for and ensure they are being met.
- Ensure you are compliant with Quality, OHS and Risk management systems for the program.

## Conditions of Employment

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The hours for this role are as per the employment contract (up to 76 hours per fortnight). In order to perform the duties of the role effectively you will be required to work additional hours or vary your working times as appropriate and necessary from time to time in order to provide flexibility to meet your clients' needs. OzChild has a flexible approach to hours of work.

## Key Job Relationships

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### Internal

- Functional Family Therapy

### External

- Community organisations



- Children and Young People and their families
- FFT-CW Team Leader
- Other community/welfare agencies
- Peak welfare associations and network

## Qualifications

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### Essential

- A Bachelor Degree in Social Work/Psychology or equivalent that is recognised in Australia.

### Desirable

- Family systems theory and application.
- Cognitive-behavioural therapy theory and application.
- Advanced computer skills, including the Microsoft Office suite and email, plus familiarity with web-based information management, communications and accounting systems.

## Screening and Licences

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- OzChild conduct interviews, reference checks and ensure the completion of satisfactory safety screening including National/International Police Check and Working with Children Checks relevant to the State or Territory that employment and undertaking of position occurs.
- Must be able to drive, provide and maintain a valid Drivers' Licence and have access to reliable transportation.

## Skills and Experience

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- Knowledge and skills in ensuring the health and protection of children and young people, leadership and management experience in this context. Knowledge of the Child Protection and Out-Of-Home Care system, standards and practices.
- In-depth knowledge and understanding of the principles and challenges of supporting vulnerable families.
- An understanding of cultural contexts and the unique needs of Aboriginal children and young people.
- Demonstrated ability in the provision of professional supervision.
- Understanding of the broad range of issues impacting on the community services sector.
- Good communication and organisational skills.
- Effective network development skills.
- Advanced computer skills, including the Microsoft Office suite and email, plus familiarity with web-based information management, communications and accounting systems.

## Mandatory Training

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All employees of OzChild are required to complete Mandatory Training and Program Specific training upon commencement of employment and complete refresher training as required.



## **Organisational Responsibilities**

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- Demonstrated ability to work as part of, and contribute to, a person-centred team.
- Facilitate good working relationships with all services of OzChild, the clients, their families and other people significant to the client.
- Undertake all interactions with clients, families and co-workers in a culturally sensitive manner and take appropriate account of cultural and linguistic diversity.
- Attend client, employees related meetings, workshops, conferences and training as required.
- Ensure privacy and confidentiality are upheld at all times.
- Be familiar and comply with OzChild policies, procedures and other work instructions as updated from time to time.
- Represent OzChild and our services in a positive manner at forums, meetings and training with external agencies.
- Assist in the development of continuous improvement and service accountability initiatives as needed.

## **OzChild People Responsibilities**

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- Ensure compliance with OzChild’s Code of Conduct, policies and procedures, and commitment to cultural awareness and child safety;
- Demonstrate commitment to diversity, respect differences and foster an environment and relationships that are safe, healthy, positive, supportive and free from all forms of harassment, bullying and discrimination;
- Participate in and complete all mandatory training, and participate in other training and development opportunities to ensure they have the necessary qualifications, skills, certificates and clearances to meet the requirements of their position;
- Embrace and utilise technology and new ways of working to enhance collaboration, effectiveness and outcomes;
- Ensure the safety and well-being of self and other;
- Work together as a team and encourage and support others within their team;
- Speak up, and making it clear when behaviour is unacceptable;
- Support those who are affected by breaches of policy or procedure and encouraging them to take action;
- Raise concerns and or complaints in a constructive manner, including identifying possible solutions.

## **Safety and Wellbeing Responsibilities**

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- Assume accountability for safety and wellbeing for self and others;
- Undertake all duties safely and in accordance with applicable policy, procedures and processes;
- Participate in safety and wellbeing consultative forums and contribute ideas to improving safety and wellbeing;
- Where appropriate, participate in workplace safety and wellbeing training, programs and initiatives;
- Report all work health and safety breaches, hazards and incidents, and assist with actions to reduce and eliminate risks.;



- Report any work related or non-work related injury or illness;
- Support return to work programs to facilitate safe and durable return to work for OzChild People, where possible, for both work related and non-work related Health Condition/s.

**Responsibilities stated herein reflect the primary functions of this job and should not be construed as an exhaustive list of duties. They may vary or be amended from time to time without changing the roles level of responsibility.**

*I have read and understood the position description.*

Team Member Name:

Team Member Signature:

Date:

Click here to enter a date.



