

Position Description

Position	Family and Community Engagement Worker
Program	Connect Up
Location	Within targeted Universal Services across City of Greater Geelong and Hamlyn Heights office
Date	January 2021

About Bethany

Bethany Community Support Inc. is a vibrant community service organisation based in Victoria that provides a broad range of prevention, intervention, support and educational services to children, young people, families and individuals.

Our Vision

To be a recognised leader in providing services that work in new ways to support children, families and individuals to be the best they can, develop secure relationships and participate in their community.

Our Values

- **Courage** We take action and stand up for what we believe
- **Respect** We value people and build on their strengths
- **Integrity** We are open, fair and just in everything we do
- **Innovation** We develop new ways of working to make a difference
- **Collaboration** We work together to improve outcomes

Bethany's Diversity Statement

At Bethany we celebrate diversity and innovation. We embrace creating a connected organisation which enables all service users, employees, students, contractors, and volunteers to feel safe from discrimination. We support an inclusive environment where people of all genders and ages, people living with a disability. First Nations people and people from LGBTI and CALD communities feel empowered to contribute their experiences and ideas; knowing that these will be valued.

Bethany's statement of commitment to child safety

Bethany Community Support is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Position Description

Position Objectives

The Connect Up Program offers services to families in high needs areas of the City of Greater Geelong and has a primary focus on children aged 0-12 years. This place based model is designed to engage with a range of universal platforms in the community including kindergartens, schools, community centres and child and community hubs providing an integration of services and seamless transitions for families.

The program aims to build stronger relationships between parents/carers and their children by recognising the fundamental role parents/carers play towards the wellbeing of their children. The Program facilitates meaningful opportunities to increase parent/carer involvement in their child's early years and school life and builds connectedness for the child and family within their community, including building strong connections with universal services within their community.

The program consists of a common worker/team across platforms which promotes the building of networks and relationships with families and universal services staff and builds capacity for services to engage collaboratively.

The program is aligned to the DHHS Roadmap to Reform agenda, integrating early help services within universal platforms to support vulnerable families from high risk communities in Geelong, building resilience, social networks and opportunity for families.

Key approaches of the Connect Up Program role include:

- co-location of Bethany Worker across the identified Community Platforms within high needs areas of the City of Greater Geelong
- focusing on early intervention and strength based practice to provide targeted early intervention and prevention responses to individual families with children aged 0 – 12
- utilising a range of community development approaches and with a focus on group work, to enhance parent participation within universal services, including kindergartens, schools, community centres and child and family service hubs
- secondary consultation providing support for families and education staff
- improved communication within universal services for families
- strengthening referral pathways for families to health and welfare services
- an integration of early help services within universal services providing seamless transition for families to networks of support
- delivery of facilitated playgroups
- building relationships within the community

The Connect Up Family and Community Engagement Worker provides a service response that aims to invest in individual and community strengths and intervene earlier to provide a range of community based programs to reduce disadvantage, create social change and improve outcomes for vulnerable or disadvantaged families. Success will result in improved

Position Description

parenting, relationships, development for children and young people, and improved social connectedness and life skills.

Key Responsibilities

- Provide a range of targeted brief and short term interventions to individual families in response to identified need including single session work, referral and liaison and in home support.
- Co-ordinate and facilitate the provision of school based activities and early years initiatives with the aim of increasing parent participation and enhancing relationships between families and schools including parenting programs, parent engagement programs and supported playgroups.
- Actively engage with parents, children and service providers in working together to provide an integrated and responsive service focused on building strong, sustainable and connected children, families and communities.
- Create pathways and connections for parents to increase their knowledge of their community, health and welfare services, thereby increasing capacity for self-management.
- Actively develop collaborative relationships and partnerships with key community stakeholders including schools, early years' networks and local service providers.
- Liaise with other relevant professionals to engage their involvement to ensure effective program delivery and collaborate closely with key school professionals and other relevant services.
- Provide outreach to the parent's via home visit, joint visits and supporting stronger connections to kindergarten/school and community.
- Referral and liaison to meet family need
- Actively support and attend existing partnerships and network meetings.
- Maintain accurate DHHS and DSS data as required by the funding body and the organisation, and participate in periodic evaluation and program performance reporting.
- Operate within the legislative requirements of Child Safety and in conjunction with the implementation of the Child Youth and Family Act 2005.
- Contribute to program evaluation to enable ongoing operation and improvement of the program.
- Actively participate in regular formal supervision with the Team Leader Connect Up.
- Attend team and agency meetings as appropriate.
- Work within policies and procedures of Bethany Community Support, regulation or legislation.
- Support and participate in the Agency's continuous quality improvement process.
- Make recommendations to effectively resolve problems or issues, by using judgment that is consistent with Bethany Values, standards, practices, policies, procedures, regulation, industrial instruments or legislation.

Position Description

- Other duties as required.

Key Selection Criteria

Essential

1. A tertiary qualification in Early Years, Social work Psychology or other related Behavioural sciences at degree or diploma level and a minimum of 12 months experience in a similar role.
2. Demonstrated experience, knowledge and expertise in the assessment of vulnerable families including an advanced understanding of the impact of trauma and child development.
3. Demonstrated experience in the development and facilitation of Community Development activities such as peer based support groups for parents, supported playgroups, community events, parenting group work.
4. Demonstrated capacity to engage with parents and families of infants/young children and knowledge and experience in providing a range of family interventions including brief intervention, in home support, case work and group work.
5. Demonstrated capacity to provide high level and professional consultations to families, universal service providers and other service providers.
6. Ability to work as part of a team and demonstrated capacity to be flexible, with the ability to work with high degree of autonomy and a changing work environment with competing priorities, operating in a co-located universal setting.
7. A satisfactory criminal records check and Working With Children Check & a current Victorian Driver's Licence.
8. Proficient in the use of MS Office, databases and knowledge of a range of IT programs.

Desirable

9. Experience in community education or community development with a strong emphasis on working within the early years/school environment.
10. Commitment to the principles of social justice, access and equity for under resourced families
11. Excellent communicator with strong interpersonal, advance written and oral communication skills.
12. Contributes to the development of processes and systems to improve the quality of service.

Position Description

Capabilities and Personal Attributes

- Advocates and champions to achieve positive change.
- Demonstrates commitment to social justice and social inclusion.
- Leads a culture of respectful relationships and behaviour across the organisation.
- Is truthful and ethical and leads and reinforces expected standards of behaviour at all times.
- Generates ideas and solutions and takes advantage of new and emerging opportunities.
- Creates and sustains dynamic and productive relationships to maximise outcomes.

Organisational Relationships

Supervisor	Team Leader, Connect Up Program
External Liaisons	DHHS, DSS, Schools, Kindergartens, Child Care Centres, Integrated family Services Agencies, Child and Family Services Hubs, Community Hubs, Early Years Providers, NDIA, Centrelink and other Community Service Organisations.
Stakeholders	All Staff, clients

Conditions and Remuneration

Salary	This position is classified as an award payment on the Social Community Home Care and Disability Services Award 2010, Level 5 1-3 with a salary range of \$83,058.94 - \$86,826.23 pro rata plus superannuation. In addition, the package also includes salary sacrifice as per government legislation.
Ordinary Hours	Ordinary hours of work will be worked between agency hours of 8am to 7pm.
Conditions	Other conditions of employment as per the Bethany Enterprise Agreement.
Travel	Travel will be required to other Bethany offices and across the Barwon South West region and other locations. Use of private car for non-client transport is required. Employee is required to maintain a fully roadworthy and insured motor vehicle. Reimbursement for approved travel applies.
Physical Requirements	<ul style="list-style-type: none"> ▪ Actively engage with infants, young children and parents – Daily ▪ Sit at a computer or in meetings for extended periods - Daily ▪ Work in a variety of office plans - Daily

Position Description

	<ul style="list-style-type: none"> ▪ Lifting, bending, pushing and pulling – occasional. ▪ Acknowledging the impact of Covid-19 restrictions, work may include remote access and Working from Home arrangements as required by the organisation. ▪ Driving - Daily ▪ Outreach home visits – within Bethany COVID-19 guidelines – regular.
Right to work in Australia	You must either be an Australian citizen; or have permanent residence status; or an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.

Employee Declaration

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 in this document. Additionally, I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:	Signature:	Date: