

POSITION DESCRIPTION

Position Title	2022 Family Violence and Sexual Assault Graduate Program
Programs	Sexual Abuse and Counselling Prevention Program (SACPP), Northern Healing Recovery Program (NHARP), Caring Dad's and The Orange Door
Employment Status	Full Time
Tenure	12 months
Classification	Level 5 Kids First Enterprise Agreement
Position reports to	Team Leader/Senior Practitioner
Location	Epping, Thomastown and Heidelberg; Wurundjeri Country

Kids First is a child and family services provider and early years education specialist. We have proudly been at the heart of community care in Victoria since 1896.

Our proud history is matched with a progressive mindset as we continually deliver Australian-first and sector leading programs designed to strengthen family relationships, support healing and recovery from trauma and set children up for brighter futures.

We nurture an inclusive and rewarding culture that attracts and retains talented people, bound to a common purpose. Built on our legacy of more than 120 years of community service, we actively support our people to make a significant difference to the lives of children and families. Every. Single. Day

Kids First is a child safe organisation and is committed to maintaining a child safe environment for children and young people who access our services.

As an Equal Opportunity employer, we respect and value diversity and inclusion. We welcome everyone to apply, regardless of age, ethnicity, cultural background, gender, sexual orientation, religious affiliation, and physical ability. Reasonable adjustments will be made for people with disabilities where operationally viable.

Our Vision

All children and young people thrive in resilient, strong and safe families and communities.

Our Values

Our HEART values encapsulate the way we work together and partner with children and families to bring positive and sustainable outcomes.



Hope

We believe that change is possible and achievable



Empowerment

We build on people's strengths and support their ability to make positive changes in their lives



Accountability

We are open and transparent in everything we do



Respect

We value all people



Trust

We act in an ethical, inclusive, professional and open manner

Position Purpose

The primary purpose of the program is to provide a pathway for new and recent graduates into the family violence, sexual assault and primary prevention sectors, supporting graduates to gain practical skills and knowledge while also receiving additional training and development support.

The main focus will be to provide graduates with learning and development opportunities. This includes an induction session at the commencement of the Program and monthly community of practice sessions.

Organisational Relationships

Supervisor	Team Leader
Direct Reports	n/a
Internal Relationships	<ul style="list-style-type: none">• Chief Executive Officer• Executive Team• Direct Reports• All staff
External Relationships	<ul style="list-style-type: none">• Key Stakeholders including, government, corporate, community and fundraising/ philanthropic stakeholders• Professional networks

Key Responsibilities

With the support and supervision of your allocated supervisor:

- Provision of professional, high quality early intervention services to clients either centre based or home-based work.
- Assist in the planning, development, and delivery of community development activities and primary prevention sessions.
- Actively promote the services offered and provide timely responses to program enquiries for group work, home based work, and related program activities.
- Build positive relationships and collaborate with key stakeholders.
- Implement and maintain protocols in relation to documentation and data entry in line with organisational and funding body requirements.
- Cultivate professional and productive relationships both within Kids First and with relevant Child and Family Services networks and service providers.
- Foster a positive 'can do' innovative attitude as well as a 'team' approach within the program area and across other Kids First programs.
- Be an active participant in both individual and group supervision and reflective practice.
- Conduct and maintain appropriate administration requirements as determined by Kids First, including the ability to develop and maintain case notes, input IRIS data, etc.
- Conduct other duties as directed by the Supervisor/Team Leader.

Quality and Risk Management

OHS

- All Kids First employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety in the workplace.

Capability Framework – key selection criteria

Formal Qualifications	<ul style="list-style-type: none">• Tertiary qualifications in Social Work completed within the last 2 years
Skills & Experience	<ul style="list-style-type: none">• A demonstrated robustness, resilience and self-awareness that supports independent practice under limited supervision• Experience and/or keen interest providing centre and home-based support to families• Experience and/or interest in first contact engagement with individuals and families (intersectionality lens highly considered)• Demonstrate knowledge and skills in providing trauma informed, evidenced-based strategies across the lifespan of individuals and families• An interest in community development and the ability to co facilitate group work with a focus on primary prevention, early intervention, and working with parents• Highly developed written, verbal & interpersonal, communication skills• Strong organisational and time management skills and, ability to work autonomously as needed• Proficiency in MS Office and database systems to meet role requirements• Personal values aligned with Kids First Organisational values
Other Selection Criteria	<ul style="list-style-type: none">• Current Victorian Working with Children Card• Willingness to undertake a Police Check• Evidence of Covid-19 vaccination• A good understanding of or willingness to learn about Aboriginal culture, values and protocols and a demonstrated capacity to work in a culturally informed and respectful manner.

Inherent Physical and Psychological Demands

Activity	Frequency – Daily Regular Occasional
Manage competing priorities	Daily
Computer based activities	Daily
Interact with clients who could display verbal or physically challenging behaviour	Sometimes

Driving	Occasionally
Walking, climbing stairs, bending	Sometimes