

## POSITION DESCRIPTION

### FAMILY DISPUTE RESOLUTION PRACTITIONER

|                               |                      |                                      |                                    |
|-------------------------------|----------------------|--------------------------------------|------------------------------------|
| <b>DIVISION:</b>              | Families             | <b>AWARD AND LEVEL:</b>              | SCHCDS 4 Level 4                   |
| <b>CLUSTER:</b>               | Family Law Services  | <b>POSITION TYPE:</b>                | Ongoing                            |
| <b>LOCATION:</b>              | Bankstown FRC        | <b>POSITION STATUS:</b>              | Part time                          |
| <b>REPORTS TO:</b>            | FDR Practise Manager | <b>DATE OF APPROVAL: Oct 2018</b>    | Reviewed March 2020                |
| <b>NO. OF DIRECT REPORTS:</b> | -                    |                                      |                                    |
| <b>POSITION NO.:</b>          |                      | <b>APPROVED BY (Position Title):</b> | Senior Manager Family Law Services |

## PURPOSE OF THE POSITION

The purpose of this position is to provide family dispute resolution (mediation) service to clients using child focused or child inclusive models. The FDR Practitioner works collaboratively with Post Separation Case Managers (PSCM) and other service to provide multi-disciplinary support to separating families. The role will be conducted in accordance with a person centred approach and CatholicCare's Mission, Vision and Principles.

## KEY ACCOUNTABILITIES

1. To deliver family dispute resolution (FDR) services to separated families in accordance with requirements of the Family Law Act and agency procedures. This includes providing ongoing assessment, collaborative case management and mediation to assist clients with their post-separation parenting and property/financial matters.
2. To maintain a focus on the best interests of children at all times using a child focused and/or child informed practice (CIP) model in service delivery.
3. To undertake thorough assessments of risk factors for clients with particular regard to family violence and child protection, and to determine suitability of cases for FDR.
4. To maintain a good knowledge of other relevant services, provide information and make client referrals as appropriate.
5. To complete all documentation and administrative tasks required by the program including client data management and case notes.
6. To maintain a thorough and up to date understanding of the Family Law Act, FDR Practitioner Regulations and other relevant legislation as it applies to post separation services.
7. To deliver parenting or other information sessions as required.
8. Any other additional duties as requested by the Manager.

## KEY RELATIONSHIPS

| WHO        | WHY   |
|------------|---|
| Clients    | To provide intake, assessment, case management, referral, information, case planning and support for clients, seeking to enhance family safety and well-being and assist them to navigate family law processes. |
| Colleagues | To work collaboratively to provide trauma informed, safe and child focussed   |

|                |   |
|----------------|---|
|                | services and outcomes for clients.  |
| <b>Manager</b> | Seek and receive guidance including clinical advice and direction, ensure accountabilities, exchange information and contribute ideas that will improve service delivery. |

**MANDATORY POSITION REQUIREMENTS** (to be verified prior to employment)

|   |                                     |   |                                     |                                 |                          |
|---|-------------------------------------|---|-------------------------------------|---------------------------------|--------------------------|
| Working with Children Check   | <input checked="" type="checkbox"/> | National Criminal Record History Check            | <input checked="" type="checkbox"/> | Drivers Licence                 | <input type="checkbox"/> |
| First Aid Certificate   | <input type="checkbox"/>            | Position subject to retention of external funding | <input checked="" type="checkbox"/> | Comprehensively insured vehicle | <input type="checkbox"/> |
| Relevant qualification to enable registration with APS, AASW or PACFA | <input type="checkbox"/>            | Other: _____<br>_____                             | <input type="checkbox"/>            |                                 |                          |

**SELECTION CRITERIA**

|    |  |
|----|--|
| 1. | Ability to undertake the duties of the role in accordance with CatholicCare Sydney’s Mission, Vision and Values  |
| 2. | Relevant tertiary qualifications in social sciences, law or conflict resolution and registration as a Family Dispute Resolution Practitioner in accordance with AGD.   |
| 3. | Demonstrated experience and skills in post-separation family dispute resolution, including clinical assessments and working with clients with difficult or complex presenting issues including family violence, conflict and loss and grief. |
| 4. | Demonstrated knowledge of child development and child protection issues.   |
| 5. | Demonstrated excellent ability to actively collaborate, communicate clearly and respond with respect.  |
| 6. | Demonstrated experience in working with culturally and linguistically diverse clients.   |
| 7. | Demonstrated experience in a range of models including trauma informed mediation, legally assisted mediation, property and financial mediation, child informed and child inclusive practice.   |
| 8. | Experience in delivery of parent education and group workshops.  |