POSITION DESCRIPTION

Version: 2.0 Date: 7/2021

Position title	Keeping Families Together Practitioner
Position reports to	Team Leader Keeping Families Together
Direct reports	NIL
Mandatory qualifications	Tertiary Qualifications (Diploma and above) in Social Work, Welfare Studies, Family Therapy, Psychology or related discipline
Desired qualifications	Qualifications and/or training that focuses on family work, attachment, trauma, child development
Mandatory experience	Experience working with vulnerable families and/or children
Desired experience	Case Management Experience within the Child and Family sector
Classification	SW4
Mandatory compliance requirements ***Mandatory requirements before employment and to be maintained during employment***	• An employee Victorian Working with Children Check. • A satisfactory National and International (if required) Police check. • Proof of right to work in Australia. • Signed Cafs Code of Conduct and Child Safe Code of Conduct. • A current Victorian Drivers Licence.

Our vision	**Our mission**
Wellbeing, safety and respect for all children and families.	To deliver quality services with positive outcomes for the communities we serve.

Our values

RESPECT - We treat all people, including ourselves, with dignity. We have genuine compassion for our colleagues and the individuals, families and communities we serve.

INTEGRITY - We act ethically and do what is right – even if it's uncomfortable.

COLLABORATION - We embrace collaboration. We celebrate inclusiveness and work together with the individuals and families we serve to make a difference in their lives.

KINDNESS – We genuinely care about people and actively look for ways to offer a helping hand to those in need.

INNOVATION - We encourage and explore different ways of working and fresh ideas to improve our practice and outcomes for those we serve.

A little bit about Cafs

Cafs was established in Ballarat more than 155 years ago, operating an orphanage and later a children's home. Cafs acknowledges the role it played in being complicit in the stolen generation and we have joined the National Redress Scheme as a demonstration of our willingness to own up to historic sexual abuse. Today Cafs is a contemporary organisation with a Board of Governance overseeing our strategic direction. Cafs is proud of its independence, with no religious affiliations and a focus on serving vulnerable children, young people and families across the Central Highlands. Our head office remains in Ballarat with outlying offices in Ararat, Bacchus Marsh and the Hepburn/Daylesford area. Our services are aimed at providing early help and intervention, targeted support and ongoing assistance. Cafs is a value driven organisation, which means we use our values to hold ourselves to account in how we work together and how we serve our clients.

The program

Keeping Families Together (The Victorian Family Preservation and Reunification Response) provides an initial intensive intervention phase, followed by a sustained service support phase, over several months, which aims to prevent at risk children entering or re-entering care. The target group for the response program is children at immediate risk of entry into care and those children who have recently entered care (for less than six months duration). In particular, the response focuses on children who are the subject of unborn reports, very young children (0-5) and young adolescents (10-15).

Job purpose

The key objective of the program is to build capacity of parents, carers and the community to keep children safe through:

- Family preservation intervention– creating safety in the home and preventing removal and placement in care;
- Family reunification intervention – safely and rapidly returning children to their home.

Levels of authority

Decisions will be made in consultation with the Team Leader and/or Manager and significant decisions will require approval from the Team Leader and/or Manager. The extent of decision making will be as per the Cafs instrument of delegation, including financial, people and organisational decisions.

Inherent requirements of the role

- Work within the Best Interests Case Practice Framework to provide effective in-home family interventions utilising the Victorian Family Preservation and Reunification Response Practice Modules and Elements to provide improved outcomes of child safety, permanency and family capability and functioning.
- Conduct time-limited family assessments, educational interventions and practical advice to families utilising attachment, trauma, child development theories and other relevant frameworks required to address the identified goals of the intervention.
- Develop individualised Family Action Plans for each family that articulate clearly protective concerns, agreed goals and bottom lines for the intervention.
- Undertake interventions with families including individual sessions with the child, parent or carers where appropriate.
- Liaise closely with Child Protection in relation to all aspects of the intervention including risk assessment, review and evaluation of intervention.
- Monitor progress and provide frequent updates, including any safety concerns to the Team Leader and Child Protection.
- Participate in care team or professionals meetings to support the family and engage with other agencies, programs, and professionals involved with the family, as well as for the purpose of identifying appropriate referral pathways for ongoing support.
- Assist in improving family relationships between parents and their children/young people. Participate in reviews of family's progress with the family and Child Protection.
- Keep appropriate records, including management information systems and statistical data as required.
- Provide a written report at the conclusion of the intervention to Child Protection and any other agreed agency or professional responsible for acting on any requirements.

Cafs core requirements and accountabilities

- Adhere and operate within Cafs policies and procedures, legislative requirements and relevant standards of professional practice at all times.
- Commitment and alignment to the Cafs values and the Cafs Code of Conduct.
- Commitment to genuine Inclusion and Diversity.

- Commitment to Child Safety and adherence to Cafs Child Safe Code of Conduct.
- Commitment to No to Violence.
- Commitment to contributing to a positive team and organisational culture.
- Commitment to individual and organisational health, safety and wellbeing.
- Commitment and contribution to quality programs including auditing processes.

Requisite Capabilities: Knowledge and Skills

Partnering and co-creation:

- Build effective partnerships with the client/customer/community throughout problem-solving process to gain critical insights and develop effective solutions

Innovation and Continuous Improvement:

- Synthesise ideas and concepts across diverse disciplines to develop new and different ways of thinking, working or delivering solutions; Strives to improve efficiency, effectiveness, and quality of work

Data Literacy:

- Utilise diverse data sources to improve the speed and quality of service delivery and decision-making processes

Interpersonal Skills:

- Recognise and regulate one's emotions; understands interests and emotions of others achieve best outcomes possible in an authentic manner

Managing Difficult Conversations:

- Work with others to manage differences in opinions, interests, and communication issues to reach agreement

Communicate with Impact:

- Use various communication media to convey information, ideas, and insights in ways that maximises understanding of key messages; Posses good written and verbal communication skills

Stakeholder Management:

- Identify stakeholders impacted by decisions, takes steps to keep interested parties engaged while managing expectations on outcomes

Client/Customer Focus:

- Understand client/customer need, apply skills, knowledge and experience to deliver high impact services that address those needs

Requisite Capabilities: Personal attributes

Empathy & Cultural Awareness:

- Communicates well with, relates to and understands concerns from the perspective of people from a diverse range of cultures & backgrounds
- Pays attention to words, expressions and body language, shapes responses to individuals based on a range of information received

Integrity:

- Operates in a manner that is consistent with Cafs codes of conduct and values
- Inspires trust by treating all individuals with kindness and fairness

Relationship building:

- Establish and maintain relationships with people at all levels
- Forges useful partnerships with people across business areas, functions and organisations
- Builds trust through consistent actions, values and communication

Self-discipline

- Recognises and restrains inappropriate emotions during situations or interactions
- Maintains a consistent and sensible pattern of behaviour under pressure

- Recognises own limitations and works with others to ensure plans are achieved

Teamwork

- Cooperates and works well with others in the pursuit of team goals
- Collaborates and shares information
- Shows consideration, concern and respect for others feelings and ideas
- Accommodates and works well with the different working styles of others

Client/customer focus

- Committed to delivering high quality outcomes for clients
- Actively seeks to meet client/customer needs and seeks ways to improve services

Cafs Agreed Behaviours/Attributes	
Respect – we strive to: • Actively listen with an open heart and mind • Empower people to have a voice and to be heard • Have the courage to take a stand for human rights • Speak positively to, and about, others	• Acknowledge and value peoples individuality, views and experiences • Be non-judgmental and treat others equally without prejudice
Integrity – we strive to: • Do what we say we will do • Be honest and transparent with people and in all that we do • Admit our mistakes, fix them, and learn from them	• Have genuine and authentic conversations • Live the Cafs values when no-one else is watching • Have a moral compass
Collaboration – we strive to: • Work together to achieve common goals and better outcomes • Actively seek and respond to feedback • Empower individuals and families to be involved in decisions that impact them	• Encourage open and honest communication within and across Cafs teams • Learn from each other's experiences • Engage views of individuals and services external to Cafs
Kindness – we strive to: • Be present and mindful in our interactions with people • Listen with compassion to understand • Generously share our time, knowledge and skills	• Be friendly and approachable • Check in on others • Consider other people's feelings and circumstances
Innovation – we strive to: • Be curious and creative • Use our collective knowledge and experience to create new ways of doing things • Use cutting edge research to inform better and best practice	• Adapt our thinking and approaches for the best outcomes for our clients and communities • Have the courage to make positive changes • Consider all ideas and views – especially those different to our own