

## Position Description

<b>Position</b>	<b>Family Services Early Help Worker</b>
<b>Program</b>	Connect Up /School Readiness Funding
<b>Location</b>	Within targeted Universal Services across City of Greater Geelong and Hamlyn Heights office
<b>Date</b>	June 2022

### 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 Purpose

Working together to meet the changing needs and aspirations of people in their communities.

### 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 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

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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 universal services staff and builds capacity for services to engage collaboratively to provide an integrated and responsive service focused on building strong, sustainable, and connected children, families, and communities. The program is aligned to the DFFH Roadmap to Reform agenda.

This position provides a family services 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 under resourced families. The outcomes to be achieved are:

- improvements in the quality of parent child interactions
- increased parental confidence and competence to respond positively to parenting challenges.
- increased parental and child well-being
- improved participation of children in Maternal and Child Health, kindergarten, school, and community
- increased social and community connections of parents
- increased collaboration with universal services staff to support families with emerging needs

This position will provide a school readiness response for families with a child enrolled at a state funded kindergarten service that have included Connect Up as part of their School Readiness Funding package. This position will also deliver the Connect Up program within high needs areas of the City of Greater Geelong.

### Key Responsibilities

- Individual Family Support
  - Identification and provision of individual family support needs and, where appropriate and in consultation with the family, development and regular reviewing of Family Action Plans
  - A focus on best interest of the child/young person, alignment to MARAM and other relevant frameworks
  - Support families to navigate the service system and engage with relevant service providers or community supports to maximise the child/family's quality of life
  - Provision of flexible funding to support families in crisis or facilitate their participation and connection to community.
  - Work respectfully with all children and families to ensure that services provided are culturally appropriate
  - Advocate and promote of the rights of children and families
- Provide a range of group-based family supports that focus on topics relevant to families, to assist parents to build their skills and confidence to respond positively to parenting challenges and create social connections for parents and families. This will include:

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- Delivery of supported playgroups
- Delivery of other evidence-based parent education groups to build parents knowledge, skills, and confidence
- Collaboration with services to develop/deliver parent engagement and peer support groups
- Provide high level and professional consultations to universal services staff and other service providers
- Ensure families have the opportunity for meaningful and consistent input into decisions that affect their lives
- Actively develop collaborative relationships and partnerships with key community stakeholders and relevant professionals to ensure effective program delivery.
- 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. Actively support and attend existing partnerships and network meetings.
- Maintain accurate DHHS, DSS and SRF data as required by the funding body and the organisation and participate in periodic evaluation and program performance reporting.
- Work within policies and procedures of Bethany Community Support, the legislative requirements of Child Safety and the implementation of the Child Youth and Family Act 2005.
- Support and participate in the Agency's continuous quality improvement process. 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.
- 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.
- 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.
2. Demonstrated experience in the development and facilitation of Community Development activities such as peer-based support groups for parents, supported playgroups, parenting group work.
3. Demonstrated capacity to engage with children and parents and knowledge and experience in providing a range of family interventions including brief intervention, case work and group work.

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4. Ability to work as part of a team and demonstrated capacity to work with high degree of autonomy in a co-located universal setting with competing priorities and a changing work environment.
5. Proficient in the use of MS Office, databases and knowledge of a range of IT programs.

### *Desirable*

6. Commitment to the principles of social justice, access and equity for under resourced families
7. Excellent communicator with strong interpersonal, advance written and oral communication skills.
8. Demonstrated capacity to contribute to the development of processes and systems to improve the quality of service.

### 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, ethical, 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

<b>Supervisor</b>	<b>Team Leader - Connect Up Program</b>
<b>External Liaisons</b>	DFFH, DSS, Kindergartens, Schools, Early Childhood Education and Care Centres, Integrated family Services Agencies, Child and Family Services Hubs, Community Hubs, Early Years Providers, NDIA, Centrelink and other Community Service Organisations.
<b>Stakeholders</b>	All Staff and Bethany Group service users

### Conditions and Remuneration

<b>Salary</b>	This position is classified as an award payment on the Social Community Home Care and Disability Services Award 2010, Level 5, Pay Point 1-3, with a salary range of \$85,140.87 - \$89,007.30 (pro-rata if part time). In addition, the package also includes salary sacrifice as per government legislation.
<b>Ordinary Hours</b>	Ordinary hours of work will be worked between agency hours of 8am to 7pm.
<b>Conditions</b>	Other conditions of employment as per the Bethany Enterprise Agreement.
<b>COVID - 19</b>	Bethany Community Support is an essential service, and all

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	employees are classified as essential workers. To comply with the CHO directions, all employees must provide evidence of their Covid-19 vaccination.
<b>Travel</b>	Travel will be required to other Bethany offices and across the Barwon South West region and other locations.
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>▪ Actively engage with infants, young children and parents – Daily</li> <li>▪ Sit at a computer or in meetings for extended periods - Daily</li> <li>▪ Work in a variety of office plans - Daily</li> <li>▪ Driving - Daily</li> <li>▪ Outreach home visits within Bethany COVID-19 guidelines – Regular</li> <li>▪ Acknowledging the impact of Covid-19 restrictions, work may include remote access and Working from Home arrangements as required by the organisation.</li> </ul>
<b>Mandatory Requirements</b>	<ul style="list-style-type: none"> <li>▪ Satisfactory Police Check</li> <li>▪ Current Employee Working with Children’s Check</li> </ul> <p>All employees are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process.</p>
<b>Right to work in Australia</b>	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.
<b>Driver Licence</b>	A current Victorian Driver Licence is required to perform this role.

### 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: