

Position Description

Position Title:	Child and Family Specialist
Department:	Community and Psychosocial Services
Reporting to:	Community and Clinical Practice Lead
Location:	Head Office, 25 Barbara Street, Fairfield NSW 2165; and locations in the Fairfield LGA and Greater Western Sydney
Award/Classification:	Social, Community, Home Care and Disability Services Industry Award, commencing from Level 3 Pay Point 3
Salary:	\$ 80,255K per annum plus 12% superannuation and benefits
Benefits:	<ul style="list-style-type: none"> ▪ Generous salary packaging, up to \$18.5K per annum ▪ 17.5% Leave Loading ▪ Two Gifted Days per annum ▪ Employee Assistance Program (free counseling and mental health support) ▪ Discounts and Perks ▪ Career Development & Training ▪ Discounted Childcare services - 40% discount on out-of-pocket fees
Employment type:	Full-time

About Fair Foundations

Born from the heart of the Fairfield community in 1973, Fair Foundations was founded by the people, for the people. Established by a group of volunteers who saw the urgent need to support migrants and refugees facing social isolation and disadvantage, we became a safe landing for our community, building trust through understanding and care. Today, we continue this work across Greater Western Sydney as a place-based organisation driving equity and community-led change, delivering programs that bridge language and cultural barriers, enable social inclusion, and empower the community to create solutions together.

Guided by our love for humanity and social justice, we work to disrupt the cycle of disadvantage and help people find their place and forge a fair future.

Our Purpose: We help people find their place and forge a fair future.

Our Mission: Creating strong communities and fulfilling lives by disrupting the cycle of disadvantage in Fairfield and Greater Western Sydney.

Our Vision: Empowered, inclusive, resilient, multicultural communities.

Our Values:

- **Grit:** We stay dedicated to supporting our communities in achieving their goals and aspirations.
- **Love:** Love for humanity is at the heart of everything we do, treating every person with kindness, empathy, and respect.
- **Excellence:** We are continuously improving to achieve outstanding outcomes and impact for our communities.

- **Equity:** We ensure that every person has the support and resources they need to build a fulfilling life.
- **Integrity:** In everything we do, we are accountable, we are honest, we are responsible.

Primary Purpose of the Position

Reporting to the Community and Clinical Practice Lead (CCPL), the Child and Family Specialist (CFS) plays a crucial role in providing comprehensive support to parents, caregivers and their children aged 0-12 years. The CFS will assess family needs, connect them with appropriate resources through one-on-one case management, evidence-based parenting workshops, and facilitation of school readiness programs and provide guidance to support positive outcomes for families in Southwestern Sydney.

This role requires exceptional organisational abilities to oversee support services across multiple funding streams, including Targeted Earlier Intervention and Communities for Children.

Main Duties and Responsibilities

Case Management to parents and Caregivers aged 0-12 yrs

- Conduct comprehensive assessments to identify the strengths, needs, and goals of children and their families.
- Develop and implement individualized service plans in collaboration with the Child and Family Team.
- Actively connect and facilitate the inclusion of Families and children in community and mainstream settings.
- Provide ongoing case management to ensure families access and receive appropriate support services.
- Children and their families receive services that are personalised, responsive, timely and flexible.

School Readiness Program Facilitation aged 3.5 yrs to 6 yrs

- Develop and implement school readiness programs to enhance children's cognitive, social, and emotional development.
- Coordinate activities that focus on early literacy, numeracy, and other essential skills for school readiness.
- Collaborate with educators, community partners, and parents to create a comprehensive school readiness curriculum.
- Evaluate effectiveness of program in cognitive and social development of the child.
- Build knowledge, skills and confidence of families to support the child to practice and learn new skills in everyday environments, routines, and activities.
- Evidence-Based Parenting Programs:
 - Facilitate evidence-based parenting programs that empower caregivers with effective parenting strategies.
 - Collaborate with community partners to bring additional parenting resources and workshops to families.
 - Monitor and assess the effectiveness of parenting programs through regular evaluations.

Evaluate Outcomes and Reporting:

- Monitor and evaluate program outcomes.
- Collect and assist with data analysis and interpretation to measure the outcomes of interventions on child and family outcomes.
- Prepare and present regular reports on program effectiveness and areas for improvement.

Additional Responsibilities

- Work collaboratively with internal teams, community and health organisations, and educational institutions to enhance support services.
- Attend relevant community meetings, conferences, and workshops to stay informed about best practices in early childhood development.
- Design and implement community programs and initiatives based on identified needs and priorities.
- Assist with development of new grant applications and contribute to program development as requested.
- Ability to travel to various locations in southwestern Sydney to deliver programs and develop collaborations and networks.
- Other Tasks and duties as requested by your supervisor.

Work Health and Safety (WHS)

- Take all reasonable and practical steps to ensure the safety, health and welfare of oneself and all staff and clients in accordance with applicable legislation and relevant Fair Foundations' policies, procedures and guidelines.
- Ensure that all team members are aware of and understand their responsibilities in relation to Fair Foundations' WHS; Bullying; and Sexual Harassment policies and procedures.
- Intervene wherever unsafe work practices are observed and reports issues to the HCPS as soon as practicable.
- In the event of a workplace accident, ensure that accident/injury reports are completed within a specified timeframe, ideally 24 hours.

Professional Responsibilities

- Demonstrate a commitment and adherence to the organisation's Code of Conduct, Mission, and Vision, and uphold the reputation of the organisation at all times by modelling a professionalism that is consistent with organisational values.
- Demonstrate a commitment to professional development participate in and support the team in staff supervision, development and learning opportunities.
- Communicate clearly and maintains professionalism with clients, staff, families, and community members always.
- Is non-judgmental, sensitive and understanding towards others, and acknowledges and respects the differences in personal belief and values.
- Undertake other duties consistent with the position when required and / or requested by the CEO.

Qualifications, Experience and Skills

Essential criteria

- Diploma /Bachelor's degree in social work, psychology, education, or a related field.
- Experience in facilitating evidence based parenting programs and working with diverse populations.
- Strong organisational and case management skills.
- Excellent communication and interpersonal skills.
- High level of fluency in Arabic.
- Knowledge of evidence-based practices in early childhood development.
- Understanding of issues faced by Children and families from refugee backgrounds.
- Ability to work independently and as part of a collaborative team.
- A current NDIS Worker Screening Check or willingness to acquire.
- A current Working with Children Check or willingness to acquire.
- Current First Aid and CPR certificates

- A high level of communication skills with the capacity to work with culturally and linguistically diverse communities.
- A current NSW Driver's license

Knowledge, skills and attributes:

- Demonstrated commitment to Work Health and Safety and Cultural Diversity Principles.

Key Relationships

Works under the supervision of the CCPL and maintains appropriate, effective relationships with:

- Community and Psychosocial team members.
- External stakeholders e.g. Allied Health, Community organisations, clients' families/advocates and support networks.
- Relevant internal stakeholders.

Extent of Authority

Work outcomes are monitored in accordance with this Position Description.

- Will have freedom to act within established guidelines and instructions from the HCPS to contribute to attaining Fair Foundations goals.
- Solutions to problems may require the exercise of judgment, with guidance to be found in policies, procedures, and guidelines. Assistance will be available as required.

Working Conditions

Working conditions are as per employment contract.

- At Fair Foundations, the safety and wellbeing of every child is a shared responsibility we carry with care and purpose. We are committed to creating work environments where children and young people feel safe, respected, included and heard.

This commitment is embedded across all areas of our organisation, from leadership and policies to the everyday interactions we have with children, young people, and their families. It applies to everyone involved in our work, including staff, volunteers, students, contractors, families and members of the wider community.

- All employees must adhere to and act in accordance with all Fair Foundations policies, procedures and guidelines including but not limited to the Fair Foundations:
 - Code of Conduct
 - Work Health and Safety
 - Sexual Harassment and Victimisation
 - Bullying
 - Child Protection
 - Privacy and Confidentiality
 - Professional Boundaries
 - Feedback and Complaints
 - On-line Access to Cyber Safety
 - Vehicle Policy