

KARITANE®

Partnerships made for parents

We are seeking a qualified **Volunteer Family Connect Coordinator** in a parental leave relief Capacity for up to 9 to 12 months in Shellharbour.

POSITION:	Volunteer Family Connect Coordinator (VFC)
CLASSIFICATION:	Health Manager Level 1
OPERATIONAL BASE:	Shellharbour
HOURS:	24hrs per week; Fixed term: - Parental leave up to 9 to 12 months
VACCINATION CATEGORY:	Category A including annual influenza vaccinations
RESPONSIBLE TO:	Community Programs Manager, Karitane

ABOUT US

Established in 1923, Karitane is a dynamic and innovative not for profit health organisation and registered charity providing early parenting services. We support families with children from birth to 5 years of age through building parenting capacity, enhancing parent child relationships and strengthening a family's connections with supports in their community. Our services are evidence based and delivered by a caring and highly trained professional team of child and family health nurses, paediatricians, social workers, psychologists and psychiatrists offering complete, holistic care.

About You:

This is an exciting and unique opportunity to make a difference in the lives of families and children across Shellharbour LGAs. You will be coordinating the Volunteer Family Connect program and have exceptional skills in stakeholder management, community engagement and demonstrate an understanding of working with local families, their children and the community. You are familiar with the needs of the Shellharbour area and are passionate about making an impact. You are empathic, a good communicator and can connect and engage with a variety of partners, and families from diverse backgrounds. This role will require local travel.

About Volunteer Family Connect (VFC):

Volunteer Family Connect (VFC) is a community-based early intervention program providing one-on-one emotional support to parents and carers of young children (0-5 years old) in their home. VFC is a structured social relationship for parents who have additional challenges due to social isolation, limited informal supports and/or a lack of parenting skills and confidence.

The volunteers are provided with 30 hours of evidence-based child and family health

training and supported by the VFC Co-ordinator. Families are matched with trained community volunteers who serve as a support and social bridge to the local community. Volunteers visit families for two hours per week for between 3-12 months. During home visits volunteers establish trusting, respectful and meaningful relationships with families, providing families with flexible practical and social support as well as information about appropriate community services to facilitate parent engagement and connection with these services and other community activities.

Programs aim to:

- Improve parenting perception: improve and strengthen parent's experiences, capacity, knowledge and confidence
- Create a brighter outlook: support parents to be future orientated and aspirational for themselves, their children and their family
- Increase community connectedness: improve participant's support networks volunteer and community connections
- Reduce social isolation/improve health: improve participants' sense of inclusion, reducing health risks.

KEY SELECTION CRITERIA: (Please address each criteria below in your cover letter)

1. Qualifications and demonstrated experience in social or health services, education or community services or equivalent.
2. Experience in engaging volunteers and families, including training, recruitment and promotions.
3. Knowledge of issues affecting local families, including CALD families, within a partnership and strengths-based framework.
4. Demonstrated experience in developing referrals pathways, improving clinical processes, and assessing and prioritising the needs of families.
5. Demonstrated experience in stakeholder management and community development.
6. Effective written and verbal communication skills (including providing reports, data management); interpersonal, problem solving and conflict resolution skills.
7. Capacity to work autonomously, be a self-starter and have excellent time management skills.
8. Current NSW driver's license

CONDITIONS OF EMPLOYMENT

Temporary part time employment in accordance with The Named NSW (Non-Declared) Health-Employees-Agreement-FINAL-10-July-2019. Times and days may be varied according to the needs of the organisation. Karitane services are provided at a number of sites within the Sydney Metropolitan Area and Illawarra Region. The majority of Karitane's services close for approximately two weeks over the Christmas/New Year period, during which time employees are required to take leave.

Karitane supports a smoke free environment including grounds, buildings and vehicles.

Applicants will have a commitment to EEO & WHS, ethical practice and the principles of cultural diversity.

Relevant Police Check, Working with Children Check, Apprehended Violence Orders and prior employment checks, including relevant disciplinary proceedings, will be conducted on recommended applicants.

Child Safe Standards: -

“Karitane is committed to providing a safe, inclusive, and empowering environment for all children and young people. We are dedicated to upholding the Child Safe Standards, all staff share responsibility for maintaining a child safe culture”.

VACCINATIONS

Category A workers are required to meet and maintain the vaccination criteria (as per the current NSW Health policy directive) including annual influenza vaccinations.

- **NOTE** - please read and understand NSW Health policy directive for more information - https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2026_004

Please note: If you work in the NSW Public Health system and other Affiliated Health Organisations your accruals of leave and service can be transferred across to Karitane.

Benefits of a career at Karitane

- Dynamic team • Innovative organisation
- That we are an accredited Family-friendly workplace
- Professional development, support and mentoring
- Opportunity if you work regular casual shifts you may be able to salary package up to \$16,050 tax free (as not-for-profit and registered charity)
- Additional leave, accrued day off once a month where applicable
- Encouraged to achieve your full potential
- Respected and recognised
- Flexible work practices where applicable and appropriate
- Meaningful work – that makes a difference

If you are interested in applying for this role, please address the selection criteria in your cover letter.

Enquiries and applications via email should be addressed to:

Lee Bratel | NSW Community Programs Manager

Email: Leanne.bratel@health.nsw.gov.au

Mobile: 0407 270 643 | Mon – Thurs

Close date: COB Friday 22 May 2026