

Position Description

Program or Department Name	Restoring Families – Prevention and Strengthening Families Victoria
Position Title	Restoring Families Family Group Conferencing Convenor
Award Classification	SCHADS 6
Program Locations	Goulburn
Employment Status:	0.8 FTE Maximum term (12 months)
Reports to:	Program Manager

OzChild

Founded in 1851, OzChild support vulnerable children and young people by providing healing, preventing abuse and neglect, and strengthening families.

It is our goal to see that all children and young people are safe, respected, and nurtured to reach their full potential.

Child Safety

We are committed to protecting children and young people from all forms of abuse, bullying, exploitation, and neglect, and to creating environments in all our programs and services where children are safe and feel safe.

We are committed to listening to children and addressing any concerns they raise with us. OzChild will treat all allegations of child abuse very seriously. We will report all allegations in compliance with incident reporting, mandatory reporting, and reportable conduct requirements.

All OzChild People are required to support this commitment to child safety, and to always behave appropriately towards children.

Role and Purpose

The Family Group Conference Convenor works within the Children and Families Alliance, Restoring Families Program, and is an evidence based early and intensive intervention delivered in partnership with the Department of Families, Fairness and Housing (DFFH).

The role is responsible for planning, convening and facilitating Family Group Conferences for children, young people and families experiencing multiple and complex needs. Family Group Conferencing supports families, kin and significant others to participate in family led decision making, with a strong focus on child safety, family strengths, cultural safety and sustainable planning.

The Convenor works collaboratively with children, families, Child Protection, Restoring Families practitioners and community partners to support clear, accountable and measurable agreements that enhance safety, wellbeing and stability.

The hours for this role are as per the employment contract and are worked between the hours of 8am and 8pm Monday to Friday. To perform the duties of the role effectively it is expected that your start and finish times between 8am and 8pm on any workday will vary as appropriate to meet your clients' needs.

The OzChild Way

In doing so, the position will support the OzChild Way behaviours and accountabilities as follows:

We deliver evidence-based services: Utilise your professional knowledge and skills to monitor, review, develop and maintain policy, procedure, practices and guidelines that supports the accurate and timely completion of processes and reporting to support our Service Delivery and Program Teams.

Our customers determine our success: Support and continually develop and enhance networks within OzChild and the capability of our Service Delivery and Program Teams to support the effective delivery of high quality services to children and young people, their families and to carers/volunteers.

We deliver innovative solutions: Engage others in the development of functional plans, tactics and activities to support innovation in services and achieve the desired outcomes articulated in the OzChild Strategic Plan.

We set each other up for success: Support collaboration with internal and external stakeholders and directly support your team and the Service Delivery and Program Teams by providing the necessary guidance, development, and tools for people to achieve success in their roles.

I learn, adapt, grow, and embrace my cultural competence: Demonstrate a willingness and energy for personal learning, adapt to and embrace change, and develop your cultural competence.

Position Specific Responsibilities

In order to achieve the expectations as outlined above, the following key areas of responsibility have been identified:

- Plan, prepare and convene Family Group Conferences for children, young people and families involved in Restoring Families.
- Engage children, parents, carers, extended family, kin and significant others to support informed and safe participation in the conferencing process.
- Work proactively with families prior to conferences to explain the process, manage expectations and reduce barriers to engagement.
- Facilitate Family Group Conferences using strength based, relational and culturally responsive approaches.
- Ensure the safety and wellbeing of children remains central to all discussions, agreements and planning.

- Support families to develop clear, realistic and time limited plans that identify roles, responsibilities and supports.
- Collaborate with, Restoring Families practitioners, Restoring Families Coordinator, Child Protection practitioners, Child Protection Navigators and other professionals to enhance conference outcomes.
- Identify and respond to risk, including escalating concerns in line with legislative, program and organisational requirements.
- Document conference processes, agreements and outcomes accurately and within required timeframes.
- Support the review and follow up of Family Group Conference plans as required.
- Contribute to continuous improvement of Family Group Conferencing practice within Restoring Families, including supporting the measurement of outcomes and evaluating the program.

Key Relationships

Internal

- Restoring Families Team Leaders and Practitioners
- Program Managers
- OzChild Practice and Quality teams
- Staff
- Support Functions

External

- Children, young people, parents, families and kin
- DFFH Child Protection practitioners, Team Managers and Navigators
- Restoring Families Coordinator
- Aboriginal Community Controlled Organisations
- Community, health and welfare services

Qualifications

Essential

- An appropriate tertiary qualification in Social Work, Psychology, Community Services or a related discipline.

Desirable

- Experience or training in Family Group Conferencing, Family Led Decision Making or restorative practice.

Skills and Experience

- Demonstrated experience engaging children and families with complex needs.
- Experience facilitating group processes, meetings or conferences involving multiple stakeholders.
- Strong skills in engagement, mediation, conflict resolution and facilitation.
- Sound understanding of child protection, family services and legislative responsibilities.
- Demonstrated commitment to culturally safe and inclusive practice, particularly for Aboriginal children, families and communities.

- Strong written and verbal communication and documentation skills.
- Good organisational skills and ability to manage competing priorities.
- Competence in using information management systems and digital communication platforms.

Screening and Licences

- OzChild conduct interviews, reference checks, and ensure the completion of satisfactory safety screening including National / International Police Check and Working with Children Checks relevant to the State or Territory that employment and undertaking of position occurs.
- Must be able to drive, provide and maintain a valid Drivers' License and have access to reliable transportation.

Mandatory Training

- All employees of OzChild are required to complete Mandatory Training and Program Specific training upon commencement of employment and complete refresher training as required.

Your Organisational Responsibilities

- Be familiar with and comply with OzChild's Code of Conduct, policies, procedures and work instructions.
- Participate in and complete all mandatory training and participate in other training and development opportunities to ensure they have the necessary qualifications, skills, certificates and clearances to meet the requirements of their position
- Maintain privacy, confidentiality and professional boundaries at all times.
- Represent OzChild positively with internal and external stakeholders.
- Demonstrate commitment to diversity, respect differences and foster an environment and relationships that are safe, healthy, positive, supportive and free from all forms of harassment, bullying and discrimination
- Contribute to continuous improvement and service accountability initiatives.
- Travel between office locations maybe required.

Your Safety and Wellbeing Responsibilities

All staff have an important part to play and responsible for ensuring they prioritise, protect, and improve the Safety and Wellbeing of themselves and others and prevent physical or psychological harm to people and damage to the natural environment or property resulting from our work-related activities; including but not limited to:

- Understanding and applying in your day-to-day work OzChild's safety and wellbeing policies, procedures, safe work practices and guidelines.

- Demonstrate commitment to safety and wellbeing of all.
- Participate in the resolution of safety issues within their program and wider organisation.
- Report all work health and safety breaches, hazards, and incidents, and assist with actions to reduce and eliminate risks Investigate all Incidents and/or Hazards within their program or area of responsibility.
- Report any work related or non-work related injury or illness.
- Participate in any required health and safety training.

Employee Acknowledgement

I confirm by my signature my understanding of this Position Description and reflects the primary functions of this position and should not be construed as an exhaustive list of all duties. The duties and Positions Primary Responsibilities may be altered including additional duties delegated from time to time without changing the roles level of responsibility.

I have read and understood the position description.

Name	Signature	Date