

Position Description

Residential Parenting Assessment and Skills and Development Program (PASD) Manager (12-month fixed term position)



Our Vision	Safe and secure foundations for babies, toddlers and families
Our Role	We work with babies, toddlers and families to nurture health and wellbeing through providing early parenting support programs and support and driving sector improvement through research, education and advocacy.
Our Values	Connection, Curiosity, Respect, Courage

Department:	Parenting Assessment and Skill Development Program
Industrial Instrument:	Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024-2028 Allied Health Professionals (Victorian Public Sector) Single Interest Employers) Enterprise Agreement 2021 – 2026
Classification:	NUM/Allied Health Grade equivalent)
Position Location:	This position is primarily based at Footscray, however, some travel & work may be required across all sites.
Hours of Work / FTE	0.8 - 1 FTE (Negotiable)
Reports to:	Director of Nursing Footscray
Direct Reports:	PASD Co-ordinator/s (including PASD Coordinator Support Officer) and Associate Nurse Unit Manager, Peer Support Worker and Targeted Care Administration Coordinator.
Last Updated:	May 2026
Internal Liaisons	<ul style="list-style-type: none"> • HoPES Program • Home Based PASD Program • Footscray Residential Team • Assessment and Intake Team • Senior Leadership Team and Clinical Leadership Teams
External Liaisons	<ul style="list-style-type: none"> • Department Families Fairness and Housing – Alliance, Child Protection, Family Services • Department of Communities and Justice (NSW) • QEC PASD Program • Regional DFFH CP Offices • Universities • Courts

We acknowledge the Traditional Custodians of the lands on which we work, live and play. We pay our respects to traditional owners' past, present. We acknowledge the ongoing connection that First Nations peoples have to lands, waterways and communities and recognise the importance of babies toddlers and children being connected to culture and kinship.

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Introduction:

Tweddle Child & Family Health Service (Tweddle) is a specialist public hospital operating as an Early Parenting Centre (EPC) with the main sites located in Footscray and Wyndham, and additional outreach services in the Barwon region. We offer a range of early parenting programs - site based and in the community (including clients’ homes) - to families who are experiencing difficulties with parenting their children up to the age of four. We deliver training and professional education on early parenting and participate in research with our academic partners. Babies, toddlers and children are at the heart of everything we do.

As a Child Safe Organisation all staff are expected to promote the safety, wellbeing and inclusion of all children. The responsibility for children’s safety and protection is embedded within the organizational culture and reflected in policies and practices. Tweddle ensures that all staff members fulfil their legal obligations to respond and report any suspected incidence of child abuse.

More information is available at: www.tweddle.org.au

Position Summary

Tweddle’s Parenting Assessment and Skills Development Program (PASD) is available to parents who have children between 0 and 3 years who are currently working with the Department of Families, Fairness and Housing (DFFH).

Reporting to the Director of Nursing (Footscray), the Residential PASD Manager provides expert leadership and clinical oversight of the 4 bed PASD residential Unit at Footscray, serving families referred from DFFH within the Western Region and other DFFH and DCJ regions as required (the latter on a fee for service basis). Clients are referred from Child Protection for assessment and support in relation to safety and wellbeing of children in which there is vulnerability requiring further assessment, recommendations and case planning. This role ensures evidence-informed, culturally responsive, and trauma-sensitive care is consistently delivered by multidisciplinary teams in accordance with the needs of the clients.

The Manager is responsible for building strong partnerships with key stakeholders, coordinating care planning, managing clinical risk, and ensuring that program outcomes meet regulatory, funding, and organisational requirements. This position plays a key role in organisational leadership, service development, workforce capability & capacity building and is part of the Senior Leadership team and is expected to participate in key whole of organisation initiatives requiring senior manager contribution.

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Key Requirements

Essential Criteria	
<ul style="list-style-type: none"> ▪ Tertiary qualifications in a relevant field including Nursing, Social Work, Psychology, Early Childhood Services or equivalent and related senior clinical experience are mandatory ▪ Post Graduate studies in management or an area of clinical skill will be favorably considered ▪ A sophisticated understanding of the complexities of the Child Protection DFFH service system, legislation and policies ▪ Extensive clinical and leadership experience preferably in providing services to statutory clients ▪ Established knowledge of the theory and best practice principles related to child and family health as well as current research trends and the ability to translate these into practice ▪ Demonstrated experience in service planning and development, managing program budgets and stakeholder relationships ▪ Knowledge of, or understanding of, infant mental health and attachment ▪ An understanding of the Statewide Model of Care for Early Parenting Centres and commitment to accuracy in data collection per mandated Statewide outcomes Framework ▪ Understanding of working within the DFFH Best Interest Case Practice Model ▪ A strong background of working in partnership with families ▪ Experience working in a multidisciplinary team 	<ul style="list-style-type: none"> • Current Working with Children Check • Consent to undertake National Police Record Check • Current Australian Work Rights • Evidence of up-to-date immunisation schedule • Current Victorian Driver’s License • Experience in a relevant area at manager or senior manager level.
Desired Criteria	
<ul style="list-style-type: none"> ▪ Experience in working with families experiencing multiple and complex issues ▪ An understanding of, or ability to identify, the range of services available in the community sector to support families ▪ An understanding of the importance of reflective practice. ▪ A positive and “can do” approach to work ▪ A high level of self-awareness / understanding of self ▪ Resourcefulness 	<ul style="list-style-type: none"> • Knowledge: Up-to-date theoretical knowledge of child health/development, adult learning principles, and the Victorian child protection system. • Interpersonal Skills: High-level communication, conflict resolution, and the ability to advocate for culturally safe, trauma-informed, and family-centric practices.

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Key Position Objectives:
Leadership and Clinical Governance

- Lead and manage the PASD Team ensuring alignment with best practice, organisational strategy & operational plan and any Strategic Service Plan as required
- Oversee reflective practice, debrief and supervision arrangements to ensure safe, high-quality client care and staff wellbeing.
- Promote accountability, agency and inclusion of teams and individuals, by creating respectful and safe environments for staff to actively and confidently engage and contribute to collaborative planning and decision making
- Encourage and model critical enquiry, diversity of views (across all staff regardless of role) to strengthen culture and optimise team development, service effectiveness and continuous improvement
- Actively contribute to the organisation’s leadership forums and commit to strategy and operational planning and execution, demonstrating alignment with decisions taken at leadership
- Carry out duties in accordance with instrument of delegation, risk register and budget

Program and Service Delivery

- Ensure standard of reports for PASD clients for Child Protection and the Courts are maintained and/or improved to meet current program standards and meet stakeholder expectations by critically reviewing all reports prior to issue
- Manage and coordinate the effective delivery of programs including the Residential PASD program based in Footscray including referral, pre-admission, admission, discharge and timely reporting.
- Lead integrated service delivery that responds to complex, high-risk family needs using evidence-based frameworks and a strengths-based, trauma-informed lens.
- Support staff in the development and delivery of tailored care plans and interventions that address and manage risk, build resilience, and promote child safety and wellbeing.
- Ensure program activities and targets meet funding body and contractual requirements.
- Identify and manage risk in accordance with Child Safe Organisation standards and organisational policy.
- Ensure all data and reporting requirements are met within required timeframes, both routine and exceptional requests
- Provide parenting support for families that align with a trauma informed and clinical reflective practice approach.

Stakeholder Engagement and Collaboration

- Build and maintain collaborative relationships with external stakeholders including DFFH Child Protection, community agencies, and health services.
- Ensure consistent and effective liaison with non “catchment” DFFH regions for the Residential PASD program (Fee for Service) to promote referrals and service value
- Liaise effectively with families, teams, and other professionals to facilitate care planning.

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- Promote and represent organisational services across sector forums, networks, and partnership activities.
- Actively support cross-program collaboration and alignment between regional and metro teams.
- Work closely with QEC PASD service to work towards statewide alignment

Team Development and Supervision

- Provide professional support, clinical supervision and facilitate debrief to program coordinators, practitioners, and other team members as required
- Foster a team culture of accountability, engagement, cultural competence, innovation, and shared learning.
- Identify training and skill development needs; support individual performance and development planning.
- Conduct performance development and review processes and support the implementation of development activities

Quality, Safety and Risk Management

- Maintain compliance with all relevant clinical governance, risk, and quality policy and procedures
- Ensure incidents resulting in harm, near misses, and safety concerns (staff and clients) are investigated in line with organisational procedures, and any preventative, improvement or corrective actions implemented.
- Ensure timely and appropriate response to client feedback and themes identified per Family Experience surveys, complaints and complements data
- Lead or contribute to quality improvement initiatives, policy and procedure reviews, and quality assurance activities such as clinical and outcome audit.
- Promote a culture of safety, continuous improvement and enquiry, service excellence and accountability
- Ensure adherence to the principles of a Child Safe Organisation and contribute to organisational accreditation, and other compliance activities.

Cultural Safety and Inclusion

- Demonstrate leadership in culturally safe and inclusive practice.
- Support staff to develop approaches that reflect respect for diverse parenting practices and cultural identities.
- Apply the principles of the Family Partnership Model and a strengths-based approach to care planning and practice.
- Promote diversity in recruitment and decision-making regarding team composition

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Resource and Operational Management

- Monitor, collaborate and allocate resources via the roster effectively across the program and teams, ensuring services are delivered within allocated budget and in line with delegations of authority
- Support the development and use of program resources that align with best practice stewardship of public resources
- Report on program performance, identifying corrective actions to address any negative variances
- Ensure program delivery aligns with organisational policies and funding agreements.

Networking and Community Linkages

- Actively promote the organisation’s services across networks, forums, and community sectors.
- Maintain up-to-date knowledge of available community resources and supports.
- Support referral processes to ensure families access appropriate community and specialist services.

Reflective Practice

- Provide parenting support for families that align with clinical reflective practice approaches.
- Participate in reflective group sessions and individual reflective practice

Professional Development

- Commit to own professional development and self-management
- Maintain professional knowledge base and attend relevant conferences, study days, formal study and/or readings.
- Participate in the Performance and Development Review process.
- Participate in reflective group sessions and individual reflective practice

Performance Indicators for Tweddle Managers

Program Activity	Performance against targets by Program and Type Performance against budget
Quality and Safety	Incident Reporting: by ISR and closure within target Client Feedback: as above Audits and action plan development – in line with schedule
People and Culture	Development of Performance Plans and reviews as per timelines Budgeted EFT vs Actual EFT planned and unplanned leave rates vs target. Staff credentialing and mandatory compliance rates vs target

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Relationship to Performance Development and Review Plan

This position description informs the incumbent’s individual Performance Development Plan aligned to the organisational Strategic Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

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