



position description

Job Title:	Parenting and Child Development Worker
Position ID:	6563
Location:	Darung Nation San Miguel
Division/Programme:	Client Services /Children and Families
Immediate Manager:	Team Leader

about us

yourtown is a trusted provider of services for young people, with a focus on mental health and wellbeing, long-term unemployment, prevention of youth suicide, child protection, as well as support for those experiencing domestic and family violence.

We exist to help young people realise they can tackle whatever life throws at them. To believe in their unique strengths, tenacity and self-determination, to identify and create the path they want for themselves.

Our goals are achieved through genuine collaboration with community, we depend on the support of donors, sponsors, governments and Art Union supporters to fund our vital services, to give children and young people the confidence to rise up and keep moving forward to achieve their potential.

yourtown has a zero-tolerance approach to abuse and we believe that Safeguarding is a shared responsibility of all, for all.

purpose of the position

This position works in collaboration with the Case Worker – Families and provides assessment and support to young parents and their children at San Miguel to improve their safety, wellbeing and life prospects. This includes supporting the children's development, as well as improving parents' skills in parenting and developing their children.

responsibilities

May include, but are not limited to:

- Work collaboratively with the team to deliver quality services that enhance the lives of participants by focusing on their strengths and inherent abilities:
 - Deliver services that are individually focused in recognition that every person is unique
 - Deliver services that are client centred, strengths based, outcome focused, trauma informed, professional and aligned with child and vulnerable adult safety requirements
 - Create opportunities for change in lives of children, young people and their families through enhanced developmental, social, emotional and physical health outcomes

- Support the children's wellbeing and development, as well as parents' skills and confidence to improve their children's physical, social, intellectual and emotional development:
 - Work collaboratively with team members to ensure family's case plans are developed and interventions to enhance parenting skills, parent/child bonds, and in understanding child development
 - Ensure support prioritises the safety and wellbeing of children and that every phase of case management the focus is on the best interests of the child
 - Work with parents to build their understanding and capacity to improve their child's safety and wellbeing
 - Develop and deliver activities that support children to be physically and emotionally safe, demonstrate improved behaviour, learn new skills and to grow in confidence
 - Ensure practice is child centred, family focused, trauma and attachment informed, collaborative, empowering and culturally sensitive
 - Ensure children are engaged in developmentally appropriate activities and education
 - Support parents to develop their parenting skills and to build positive, secure attachments with their children and to engage in more frequent positive interactions
 - Work with parents to assist them to gain the confidence and skills to develop strategies to respond to their child's complex needs, to keep their children safe, and to access services for their children
 - Provide one on one or group workshops in parenting education, coaching and support
 - Support the individual case plans for each family including an individual case plan for children and parents as is appropriate
 - Ensure thorough risk assessments are undertaken and incorporate a strengths-based approach that assesses risks while building protective factors to increase child safety
 - Develop and participate in a range of social, recreational and educational activities for children and parents
 - Participate in the range of supports offered to families, including intake and assessment, outreach work and referral to external agencies including specialist counselling
 - Assist parents to develop the confidence, knowledge and skills to access relevant community supports to meet their family needs and to widen their social support networks
 - Provide practical support, driving and transport duties as required by the site
 - Develop and maintain client records and data and any other relevant documentation
 - Ensure ongoing compliance with relevant legislation and policy including child safety and WHS and **yourtown's** practice framework
 - Ensure an integrated service is provided to families working with the wider team in a collaborative and coordinated manner
 - Maintain knowledge of current relevant legislation and policy including child safety and Specialist Homelessness Services (SHS).

Provide specialist support to families to develop their knowledge, skills and confidence in parenting. In collaboration with parents, and working within the Early Years Learning Framework, provide rich, developmentally appropriate experiences, activities and individual support that enable children to achieve key child development milestones.

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- Participate in and meet the requirements for Practice Supervision and Client Skills Training
- Participate in other duties as may be required in order to achieve efficient and effective **yourtown** services
- Demonstrate an understanding of and meet the requirements of the position and all performance expectations
- Participate in and meet the expectations as agreed pursuant to the Organisational Performance System processes
- From time to time you may be required to assist in other locations. You may also be required to travel intrastate, or interstate, as required.
- This position involves participation in rostered shift work and rostered back up on-call responsibilities which potentially includes call back to site.

at **yourtown** our team members:

- Adopt a culture of individual and organisational accountability, shared mission, mutuality of respect and responsibility, growth mindset and continuous improvement.
- Invest in their own ongoing professional development and leadership capability through active learning, seeking and giving feedback, and participating in **yourtown** leadership impact opportunities.
- Solve team and organisational problems using a super team approach leveraging cross functional capabilities and skills with diverse thinking to create a future ready workforce.
- Engage respectfully and meaningfully with Aboriginal and Torres Strait Islander communities, stakeholders, clients, and colleagues. Actively support initiatives identified in **yourtown's** Stretch Reconciliation Action Plan 2023 – 2025.

selection criteria

Essential Knowledge, Skills, Abilities:

- Minimum of Diploma level qualification in Human Services or similar, with a minimum of two (2) years' experience working with children and families with complex needs; or a minimum of four (4) years' relevant experience
- Experience in the development, implementation and evaluation of innovative programs for children and/or young people that have appropriate cultural, educational and developmental responses

- Demonstrated ability to apply relevant theoretical, legislative and policy requirements including Child Protection Act and Mandatory Reporting requirements with experience in assessing and managing risk
- Demonstrated knowledge of effective parenting techniques, attachment theory and child development stages and the ability to work within strengths-based and trauma informed frameworks
- Demonstrated ability to work in a collaborative case management framework in order to increase parental capacity to care for children and to ensure the child's ongoing safety and stability
- Experience and understanding of assessing the general needs and wellbeing of family members, including indicators of abuse and/or neglect
- High level of interpersonal and written skills with a demonstrated ability to communicate with and engage children, young people and their families who may come from diverse backgrounds with an array of complex social and family issues
- Ability to work under pressure and highly developed planning and time management skills and ability to provide organised, consistent and stable support

requirements

The Parenting and Child Development Worker must always:

- Comply with the relevant state or territory requirements for working with children.
- Maintain satisfactory National Criminal History Check.
- Possess an unrestricted current Driver's Licence.
- Comply with **yourtown's** immunisation procedure.
- Demonstrate professional conduct, behaviour and communication that is in line with **yourtown's** Values and Behaviours as outlined in the Code of Conduct
- Maintain immunisations as required by yourtown's Workplace Immunisation Policy
- Maintain confidentiality and discretion in all matters.

Review and Version Control				
Version	Authorised by	Approval Date	Effective Date	Comment
V.1.1	Gina Hales P&C Business Partner	18/07/2024	18/07/2024	Refresh into new template
V1.2	Viv Stark (HR Manager)	13/06/2025	01/07/2025	refresh