

## Position Description - Child and Family Practitioner

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| Position Title:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Child and Family Practitioner                                                                                                                                                                                                                                                                                                                                                               | Position Grade: | SCHADS 5 |
| Department/Division:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Family Services                                                                                                                                                                                                                                                                                                                                                                             | Position No.    |          |
| Reporting to:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Team Leader Inner City Region                                                                                                                                                                                                                                                                                                                                                               |                 |          |
| Position summary/purpose:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>First Nations People, LGBTIQA+ people, people with disability, people of color, public housing residents or people with a lived experience are encouraged to apply.</b><br><br>To provide high quality, child and family focused prevention and early intervention supports to families with children dealing with, or at risk of developing, child and adolescent mental health issues. |                 |          |
| Key Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                             |                 |          |
| <b>Supportive community, family and child focused interventions</b> <ul style="list-style-type: none"><li>• Provide centre based and outreach support for children, young people and their families that reduce risks and increases protective factors for a range of developmental outcomes.</li><li>• Manage caseload of up to 20 case files including groups and seminars, caseload will vary from Brief to Intensive.</li><li>• Utilising prevention and early intervention strategies that are holistic and family centred.</li><li>• Provide psycho-social and skills-based educational seminars and group work for families, including issues relating to mental health literacy, relationships, parenting, children and young people’s mental health, wellbeing and positive development.</li><li>• Support the design, delivery and implementation of evidence based and intentional family-based programs.</li><li>• Provide community engagement and development approaches to build supportive pathways for vulnerable communities and families</li><li>• Development and implementation of individual case plans based on sensitive assessment, in collaboration with the client, consistent with ds’ whole-of-family approach.</li><li>• Assertive engagement of client cohorts that have specific needs, including those considered socially marginalised or resource poor to lessen the impact of social exclusion, including aboriginal families, emerging CaLD communities and greater risk cohorts including LGBTIQA+.</li><li>• Contribute to the achievement of individual, team and organisational program targets and KPIs as per contractual agreements with funders and those determined by drummond street</li><li>• Complete all client records and other required documentation including case plans and client assessments.</li><li>• Ensure adherence to professional practice standards and DS’s policies and procedures including those relating to Practice.</li></ul> |                                                                                                                                                                                                                                                                                                                                                                                             |                 |          |

**Networking and Partnerships**

- Represent the organisation positively with a range of external health, social services and other relevant providers for the purpose of making appropriate client referrals, providing conjoint support where required, and marketing and promoting the agency programs.
- Develop and deliver training to community members, partners and broader sector
- Network with a range of external health, social services and educational providers for the purpose of making appropriate client referrals or conjoint work where required, and to market and promote agency programs.
- Work collaboratively with other services to identify and address services gaps and client needs.
- Provide active, intentional work within risk and protective factors framework to support families' goals and aspirations.

**Research and Evaluation**

- Assist with the design and implementation of research and evaluation activities, and assist with data collection, recording and analysis and report writing as required.

**Risk**

- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response
- Actively monitor and act to improve the quality and safety of client services
- Commit to child safety and to creating and maintaining a child safe organisation in line with the Victorian Child Safe Standards.

**OH&S**

- Identify, report and record all safety hazards, incidents and injuries
- Take reasonable care for the health and safety of others who may be affected by their acts or omissions and comply with the requirements of Victorian Occupational Health and Safety (OHS) Act 2004 and related OHS procedures and Safe Operating Procedures

**Quality Assurance & Improvement**

- Proactive, engaged in and committed to creating great experiences for each client
- Be open to new ways of doing things and respond to challenges with innovative ideas and solutions.

**Social Differences**

- Role models, demonstrates and promotes respect for and values social differences
- Interact with drummond street clients, staff and other stakeholders in a manner that is inclusive, respectful and non-discriminatory.

### Productivity

- Focuses on people as well as productivity
- Monitor productivity, identify and implement improvements as needed

### Infection Control

- Commit to all necessary infection control measures as directed, including:
  - Practice hand hygiene
  - Keep your working environment clean & hygienic including shared areas such as kitchens, bathrooms, meeting rooms etc.
  - Wear personal protective equipment (PPE) as directed

| Key Competencies/Skills                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Experience Profile (incl Qualifications)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| Competency                                                                                                                                                                                                                                                                                                                   | Technical/Functional                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"> <li>• Organisational &amp; Quality Focus</li> <li>• Results Driven &amp; Client Orientated</li> <li>• Promotes productive work practices</li> <li>• Creative, flexible and solution focused</li> <li>• High level of self-awareness, professionalism and social justice values</li> </ul> | <ul style="list-style-type: none"> <li>• Intentional, client focused delivery</li> <li>• Work within a public health model prevention and early intervention framework</li> <li>• Family-aware and inclusive practice skills</li> <li>• Information technology &amp; communication skills</li> <li>• Community &amp; inter-agency relationships skills</li> <li>• Program/Activity management, design &amp; delivery</li> <li>• Culturally- aware competencies</li> <li>• Trauma informed knowledge &amp; practice</li> <li>• A current Victorian Driver's Licence, or a demonstrated commitment to obtaining one, is strongly preferred due to the outreach nature of the role.</li> </ul> | <ul style="list-style-type: none"> <li>• Tertiary qualification in Social Work, Family Therapy or Psychology and further training in relation to families work</li> <li>• A minimum of three years' experience in the family services and/or mental health sectors</li> <li>• Demonstrated knowledge and application of a range of therapeutic approaches for individuals, couples, families and specifically children and young people.</li> <li>• Demonstrated experience with providing supportive counselling and case work that supports children and families with multiple and complex needs such as mental health, family violence, issues.</li> <li>• Demonstrated high level written, oral and interpersonal communication skills</li> <li>• A genuine interest and commitment to working with LGBTIQ+, refugee and CaLD and other higher risk cohorts.</li> </ul> |

| Position Dimensions                                                                                                                                                | Decision Making Authority                                                                                                                                                                                                            |
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| <ul style="list-style-type: none"> <li>No. Of FTE: 1.0FTE / 0.8FTE</li> <li>Operates within cross-disciplinary teams and across multiple service sites.</li> </ul> | <ul style="list-style-type: none"> <li>Clear direction to case interventions in the context of assessment and case planning</li> <li>Responsible for the management of case load, in consultation with their Team Leader.</li> </ul> |