

## Position Description

<b>Position Title:</b>	Senior Family Services Practitioner
<b>Program:</b>	Community Services, Family Services Program
<b>Location:</b>	Warrnambool. Travel to other locations will be required.
<b>Reports To:</b>	Team Leader, Family Services
<b>Award and Classification:</b>	<i>Social, Community, Home Care and Disability Services Award 2010, Level 5</i>

*This Position Description intends to describe the general scope, level of work, accountabilities and responsibilities of the position. It does not necessarily include all duties and responsibilities.*

*This Position Description may be altered in accordance with the changing requirements of the position.*

## About CatholicCare Victoria

CatholicCare Victoria is a leading and influential provider of charitable and social services in Victoria. The *Mission* of CatholicCare Victoria is to build communities that recognise and nurture the dignity of each person. Our employees share our *Mission* for a stronger, more inclusive society through supporting individuals, families and communities in times of need, especially those who are most disadvantaged, vulnerable and/or marginalised.

CatholicCare Victoria delivers excellence in a broad range of child, family and youth services, family relationship services, school counselling and pastoral care services, social housing, employment and advocacy services across various office locations and delivery sites in Victoria.

CatholicCare Victoria draws on the principles of Catholic Social Teaching to inspire and direct our endeavours. We value and respect human dignity, and embrace diversity in an inclusive work environment.

## CatholicCare Victoria Values

Values	Behaviours
<b>Respectfulness</b>	We value people for who they are and recognize what they are doing. We interact with others honestly and in a positive, considerate, and caring matter.
<b>Integrity</b>	We value the work we do. We are fair, honest, and trustworthy. We act professionally, take accountability for our actions, and keep our promise.
<b>Inclusivity</b>	We welcome everybody, working to enable everyone to feel like they belong and have a place – from a face to be seen and a voice to be heard.
<b>Collaboration</b>	We walk alongside clients, communities, and each other. We contribute to the work and lives of others so that we can all achieve our best, together.

CatholicCare Victoria reserves the right to advertise positions and make no appointment.

<b>Compassion</b>	We connect with each other’s stories. We acknowledge the inherent strengths and diverse experiences of others. We act with kindness and care in all our relationships, helping each other to address our challenges in a safe and welcoming environment.
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## About the Program

The Family Services program at CatholicCare Victoria provides Department of Families, Fairness and Housing (DFFH) funded services to families and children in the community. The Family Services program provides a continuum of support to families in the community, ranging from supporting them in their parenting role, to working intensively with families under increased pressure whose children are at risk of placement in care services, or have been placed in care and are able to be reunified with family in a short timeline, through the Victorian Family Preservation and Reunification Response (FPRR).

The Family Services team aims to promote strong families – with children who are safe, healthy, resilient and thriving; and parents and caregivers who are supported to create safe and nurturing home environments.

Along this continuum of support, the Family Services program provides responsive, flexible and sustainable support to children and families with the intensity that is required at the point when it is needed.

## Position Summary

Senior Family Services Practitioners are responsible for working as lead practitioners by undertaking complex case work. Senior practitioners demonstrate an advanced level of skill and competence in their work due to their experience in working in similar child and family focused roles.

All practitioners engage with children, young people and parents/caregivers in a child focused, empowering and meaningful way. Using a Relational Approach practitioners will work with families to Connect; Understand; Link-Up; Build and Empower; and Create Opportunities and will work closely with other stakeholders, including Child Protection, to ensure that children can remain in, or return to families safely.

Practitioners will work collaboratively and collectively with service providers.

Delivery of rapid, flexible, culturally safe and intensive services when and where families need it are delivered through a lead practitioner model supported by a care team approach.

Evidence-informed approaches are embedded into practice and will lead to improved outcomes for children and families.

## Key Result Areas and Responsibilities

The order in which key result areas and responsibilities are listed is not necessarily significant.

Key Result Area	Key Responsibilities
<b>Work with Children and Families</b>	<ul style="list-style-type: none"> <li>Working with the Best Interest Case Practice Framework and the Response Practice Modules and Elements, provide assessment and time limited case practice interventions that lead to improved outcomes for children which include safety and stability within families.</li> <li>Using a Care Team Approach, coordinate, facilitate and deliver a rapid, culturally safe, flexible and intensive service to children and their families.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Use approaches that consider the best interests of the child, trauma informed practices, knowledge of child development, attachment theories family preservation and reunification principles, and other relevant frameworks.</li> <li>• Demonstrate an understanding of the causes of family violence and the theoretical underpinnings of working with families where family violence is an issue.</li> <li>• Develop goals, action plans and safety plans with families through direct work with individuals and groups as appropriate.</li> <li>• Regularly monitor progress, review interventions and refer to suitable services with the agreement of the family members.</li> <li>• Work closely with the service sector, in particular the Child Protection Navigator, Community Based Child Protection and the Child Protection program more broadly.</li> <li>• Work as a Lead Practitioner providing services to families referred to the program through the Family Preservation and Reunification Response.</li> <li>• Supervise students, provide mentoring and support to less experienced team members.</li> <li>• Have a mixed case load of more complex case work which includes the Victorian Family Preservation and Reunification Response and Family Services.</li> <li>• Work as the Lead Practitioner within a Care Team model.</li> <li>• Work flexibly between the hours of 7am and 7pm as required to support the work with individual families, particularly around routines.</li> <li>• Provide written reports to Child Protection and other stakeholders as required.</li> <li>• Use Flexible Funding for practical needs and specialist services to meet child and family needs and goals within the terms of the program guidelines and with the approval of the line manager.</li> </ul>
<b>Service Quality</b>	<ul style="list-style-type: none"> <li>• Conduct high quality Assessments in accordance with guidelines and within specified timelines.</li> <li>• Undertake regular outcome measurements using the required outcome measurement tools.</li> <li>• Enter data as required to ensure Funding and Service Agreements are met.</li> <li>• Participate in ongoing evaluation processes with a focus on client outcomes, service responsiveness and flexibility.</li> <li>• Keep appropriate records including case note recording and statistical data.</li> <li>• Ensure case throughput as required by funding and service agreements.</li> <li>• Undertake portfolio and/or project work as required and agreed with the Team Leader/Manager.</li> </ul>
<b>Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>• Develop, maintain and strengthen existing linkages with a range of community services and State government agencies.</li> <li>• Assist other services in the catchment area to continually develop appropriate service structures and processes to improve their capacity to respond to family's needs.</li> <li>• Participate in Family Service Alliance activities, including working groups, as required.</li> </ul>

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<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Participate in specific training and education relevant to the role as identified by the practitioner in consultation with the Supervisor.</li> <li>• Engage in supervision with the line manager and actively participate in supervision.</li> </ul>
<b>Work as part of a team</b>	<ul style="list-style-type: none"> <li>• Contribute to the ongoing development of the team through collaborative teamwork.</li> </ul>

The position is also required to perform other duties as lawfully and reasonably directed.

## Reporting and/or Supervision Relationships and Authority

### Reporting Relationship:

The position reports to and works under the general direction of the Team Leader, Family Services.

### Authority:

The position exercises a degree of autonomy. Significant decisions require the approval of the Manager (or other person's acting with the Manager's authority).

The position is required to work within the relevant delegations policy, procedure and guidelines of CatholicCare Victoria.

The position may be responsible for providing specialist advice.

The position may be responsible for establishing priorities and monitor workflow within their area of responsibility and as required.

## Stakeholder Relationships

### Internal Relationships:

- Work under direction from the Team Leader, Family Services and work cooperatively with all Family Services team members and Team Leaders.
- Work alongside other programs and personnel located in the same or other CatholicCare Victoria locations.

### External Relationships:

- Work with key stakeholders that support families and children including government and non-government organisations, particularly Child Protection and care team members from all services.
- Work with extended family members and other people who are significant in the lives of children.
- Participate in various Alliance activities, including working groups, as required.

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## Organisational Responsibilities of the Position

### Workplace Health and Safety (WHS)

CatholicCare Victoria is committed to the health, safety and wellbeing of employees, volunteers, contractors, clients and other people within our workplaces. The position is required to perform the responsibilities of the position adhering to the *Occupational Health and Safety Act (2004)*, in particular to:

- take reasonable care for your own and others' health and safety within the workplace;
- take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others;
- cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace;
- report all injuries, illness, near misses or hazards as per CatholicCare Victoria policies and procedures; and
- participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

The position is also required to ensure a safe and healthy work environment for all employees, contractors, clients, volunteers and visitors.

### Cultural Safety and Respect

CatholicCare Victoria acknowledges the history, culture, diversity and value of all Aboriginal and Torres Strait Islander Peoples, and pays respect to their Elders past and present, as well as acknowledging future generations.

The position is required to work with Aboriginal and Torres Strait Islander Peoples in a culturally safe and respectful way.

### Safety of Children, Young People and Vulnerable Adults

CatholicCare Victoria is committed to the safety of children, young people and vulnerable adults.

The position is required to perform the responsibilities of the position adhering to the *Catholic Safeguarding Standards, National Principles for Child Safe Organisations, Child Safe Standards* and any other relevant standards and/or legislation.

### Risk Management, Accreditation and Quality Improvement

The position is required to actively participate in risk management, accreditation and quality improvement processes, procedures, systems and initiatives, including reporting risks, incidents and feedback in a timely and responsible manner.

### Policies, Procedures and Legislative Requirements

The position is required to undertake the responsibilities of the position adhering to all CatholicCare Victoria policies, procedures and practice guidelines and relevant standards and/or legislation including, but not limited to:

- *Employee code of conduct*;
- information privacy and confidentiality;
- Equal Opportunity, anti-discrimination and anti-bullying; and
- inclusion and diversity.

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## Key Requirements

### Qualifications and/or Training

1. Professional qualification in Social Work, Welfare or other relevant tertiary study.

### Experience

2. Experience working within either the Child Protection or the Family Services sectors, or other service providing direct case work to families and children, as a practitioner or at a senior level.

### Knowledge, Skills and Attributes

3. Advanced knowledge and application of relevant theories, intervention approaches and understanding of the causes of family breakdown, child safety and child development.
4. Advanced knowledge of the impacts of trauma on children and adults and demonstrated experience in the application of approaches for working effectively where trauma is featured.
5. Demonstrated knowledge and application of the Best Interest Case Practice Framework, MARAM framework and an understanding of goal setting and review and family safety planning.
6. Ability to work effectively, cooperatively and take a lead role with a care team of professionals and family members.
7. Understanding of practicing in a culturally safe way and of the requirements for Aboriginal self-determination.
8. Participation in supervision and professional development.
9. Experience in or willingness to provide supervision to students and to undertake training in supervision.
10. An understanding of the requirements for programs to meet targets set both internally to the organisation and by external funding bodies.
11. Highly developed written and verbal communication skills, the ability to use computer software and client management systems.

### Child Safety

12. Demonstrated commitment to the safety of children, young people and adults in a respectful and inclusive environment for all diversity groups in accordance with the *Catholic Safeguarding Standards*, *National Principles for Child Safe Organisations*, *Child Safe Standards* and any other relevant legislation.
13. Demonstrated knowledge and application of child safe legislation, principles, standards and practices.
14. Demonstrated understanding of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

## Other Requirements

- Current driver's licence.
- Current Victorian Working with Children Check.
- Current Australia-wide Police Check.
- A Statutory Declaration (provided by CatholicCare Victoria) to declare that: you have not lived overseas for more than 12 months in one country; OR if you have lived overseas for more than 12 months, that you have no criminal history overseas
- International Police Check (where applicable).
- Right to Work in Australia.

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Please note, CatholicCare Victoria will conduct the Police Check/s.

It is the incumbent's responsibility to maintain a current valid Driver's Licence, Victorian Working with Children Check and Right to Work in Australia.

The incumbent is required to agree to undertaking a Police Check every three (3) years (or earlier to comply with specific contractual or legislative obligations and requirements).

## Signatures

This section is to be signed upon appointment:

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

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