

## Position Description

<b>Position Title:</b>	Project Officer, Family Law Pathways Network, Greater Melbourne
<b>Program:</b>	Family Law Pathways, Family Law Services, Client services
<b>Location:</b>	CatholicCare Victoria has offices in East Melbourne, Dandenong, Footscray, Epping. Office base can be either of these sites. Regular travel to other locations will be required for network events.
<b>Reports To:</b>	Kathryn Lyons, Senior Manager Family Law 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, marginalised and/or at risk.

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.

## About Client Services

Client Services comprise client programs and services across CatholicCare Victoria with a range of diverse practitioner positions across multiple programs. Programs are funded from Federal, State and philanthropic sources.

Client programs and services are grouped as follows:

- Community Care – Services which offer care and support for those in need.
- Community Participation – Programs which enable individuals and families to participate within communities.
- Community Wellbeing – Programs which assist the wellbeing of families in contemporary society.

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- Client Services and Development, including contract management – Coordination of contracts including CatholicCare Victoria Tasmania (CCVT), data integrity and reporting, Policy and Advocacy, Business and Service Development, Social Enterprise and other service development.

## Position Summary

The Family Law Pathways Network (FLPN) is an initiative of the Commonwealth Attorney-General's Department. The FLPN is funded to provide networking and collaborative opportunities for practitioners working in the family law sector and to foster appropriate referral pathways for separating families.

The Family Law Pathways Project role is to lead and assist with specialist project activities and manage the development, implementation, and monitoring of project plans and phases, including the coordination of the various activities associated with achieving the project objectives. The Project Officer is responsible for establishing and maintaining a network of services and professionals operating in the family law sector and increasing awareness of key issues within the sector through collaborative, informative and professional development events.

## 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
Project/Program Planning and Delivery	<ul style="list-style-type: none"> <li>• Provide coordination, secretariat and administration duties for the Greater Melbourne Family Law Pathways Network</li> <li>• Implement operational/activity work plans for the program</li> <li>• Identify and work with local service providers within government and non-government sectors working in post separation services to implement strategies that strengthen collaboration, coordination, information sharing and best practice across the network.</li> <li>• Develop, implement and review strategies that increase the stakeholder's knowledge of the network to enable best practice support for separated families</li> <li>• Coordinate network events and professional development opportunities for the Family law sector</li> <li>• Develop and maintain information technologies (wikis, websites, databases) members and distribute relevant information via various communication channels</li> </ul>
Program Performance and Reporting	<ul style="list-style-type: none"> <li>• Develop and manage annual targets, objectives and deliverables for the functional area with the Senior Manager and Steering Committee in accordance with guidelines set by Attorney-General's department</li> <li>• Review and monitor program performance against Activity work plan</li> <li>• In collaboration with the Senior Manager, identify funding and program development opportunities and actively contribute to the development of proposals, service models, research and innovation</li> <li>• Report monthly to the Senior Manager on progress against targets, objectives and deliverables</li> <li>• and undertake review of policies, procedures, and standards of each tool</li> </ul>
Team Engagement	<ul style="list-style-type: none"> <li>• Contribute to a positive workplace culture</li> <li>• Promote team awareness and understanding of the Purpose, Vision and Values of CatholicCare Victoria.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Participate in organisation, team and planning meetings and other team activities.</li> </ul>
Financial Management	<ul style="list-style-type: none"> <li>• Support Senior Manager and Performance and Enablement to ensure program is able to operate effectively within budgets</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Develop, maintain and enhance relationships with Family Law Pathways steering committee, broader network members and partnerships at a regional level</li> <li>• Promote the project amongst service providers to develop, support and encourage active participation.</li> <li>• Maintain participation in national Family Law pathways network</li> <li>• Represent CatholicCare Victoria with external stakeholders as and when required</li> </ul>
Quality and Compliance	<ul style="list-style-type: none"> <li>• Work collaboratively to implement CatholicCare Victoria's continuous quality improvement approach throughout the program and service areas – including the implementation Quality Work Plan for all programs and services</li> <li>• Ensure a culture mindful of risk management, health and safety at all times</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 works under the general guidance of and reports to the Senior Manager, Family Law Services

### Authority:

The position exercises responsibility for the Program and Services. In consultation with Senior Manager and steering committee, the position is responsible for planning and managing Programs and Services. In consultation with the Senior Manager and steering committee, the position is responsible for setting outcomes and establishing work practices.

## Stakeholder Relationships

### Internal Relationships:

The position:

- operates as a member of the CatholicCare Victoria Family Law pathways team and works in collaboration with other Family Law pathways project officers
- operates as a member of the wider Family laws services team

### External Relationships:

The position establishes and maintains key external relationships including but not limited to:

- Greater Melbourne Family Law pathways steering committee
- local catchment service networks and local governments in the catchments we provide services
- working groups and reference groups with peak bodies and other stakeholders
- Attorney General Departments liaison and service delivery management

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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 for CatholicCare Victoria*;
- 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. Relevant tertiary qualification, for example in Law, Social Work, Psychology, Human Services or Community Development or similar related discipline
2. Post graduate qualifications desirable

### Experience

3. Experience working in Family and Community Services sector and/or legal profession
4. Sound experience in planning, implementing and evaluating services

### Knowledge, Skills and Attributes

5. Ability to engage and work with a wide range of service providers, including government and non-government agencies
6. Knowledge of the challenges and opportunities confronting the sector and how this impacts on the delivery of services and programs to post separation families including children
7. Capacity to work independently whilst maintaining a team approach
8. Working knowledge of Family Law practice
9. Knowledge of post separation services
10. Established networks with Indigenous and CALD services
11. Demonstrated ability to work autonomously and as a key member of operational teams
12. Demonstrated awareness of the role of a faith-based organisation committed to diversity and inclusion of all clients, communities, staff and volunteers
13. Demonstrated interpersonal, written and verbal communication skills
14. Well-developed working knowledge of Microsoft Office suite and windows operating environment, including Word, Excel and PowerPoint and working knowledge of database systems
15. Sensitivity to understand and respond to the needs of different audiences
16. Preparedness to travel, as and when required, to different locations

### Child Safety

17. 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.

## 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).
- Disqualified Carer's Check (where applicable).
- Right to Work in Australia.

Please note, CatholicCare Victoria will conduct the Police Check/s and Disqualified Carer's Check.

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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 undertake 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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