



POSITION DESCRIPTION

Position Title:	Child and Family Practitioner
Department:	Centre-Based Children's Services
Date:	October 2020
Reporting To:	Children's Services Manager, Centre-Based
Positions Reporting to this role:	Nil
Internal Liaisons:	Children and Families, Early Childhood professionals, Allied Health and Health professionals, Business Services staff
External Liaisons:	Community organisations, Councils, Family and Community Services, regulatory bodies, tertiary institutions, community members and others as required

Company Overview

The Infants' Home Child and Family Services is a dynamic community-based organisation, with a long tradition and strong sense of contemporary pathways focussing on best practice and research initiatives. We provide integrated early childhood services in an inclusion ethos wherein 30% of our services are targeted to children and families experiencing a range of additional support needs.

The values of The Infants' Home Child & Family Services are integrity, diversity, collaboration and innovation. Central to the work of all staff is ethical practice, which includes:

- Demonstrating mutual respect for colleagues, children, families and management
- Maintaining confidentiality of information
- Using open and honest communication
- Being a supportive member of the program team and the organisation

Purpose/Key Objectives

- Provide family focused services, including case management to families involved in the Early Childhood Education and Care services, in order to strengthen individual family members, primary care giver – child relationships and the family unit.
- Engage in consultation and education with staff and management on family needs/issues for all children attending The Infants' Home services.

Responsibilities:

1. Children and Families

- Follow the Infants' Home Children's Charter respecting and honouring children's rights
- Work from a child's perspective at all times ensuring children are safe from risk of harm
- Follow the Infants' Home Child policy and procedures on reporting risk of harm
- Undertake responsibilities in order to provide effective case management and casework
- Work within an inter-disciplinary team to ensure the emotional and practical needs of children and their families are being met and that parenting capacity is strengthened
- Conduct psychosocial strengths based assessments and develop individual and family plans of children and families

- Participate in the development of Individual Family Service Plans and other case management processes for the families and children
- Provide group, family, and individual services as identified
- Provide short-term and crisis counselling to families as required
- Support families in accessing appropriate internal and external services including funding
- Provide parenting information, as required; develop as necessary and deliver formal parenting guidance programs
- Facilitate the development of networks between families and between families and their communities
- Participate in ongoing evaluation of the service
- Make and monitor referrals of children and families to external services

2. Teamwork and Administration

- Provide debriefing opportunities for staff in relation to work place critical incidents
- Supervise students as required
- Participate in team and cross organisational family and community events
- Create and maintain files for each family being supported consistent with policies and procedures
- Attend staff meetings
- Complete administrative tasks related to forms, pay advice etc., in line with organisational requirements
- Contribute to or prepare Management Reports, for publications and an Annual Report as required
- Assist in relevant funding applications and reporting and in providing information on success stories

3. Professional Conduct

- Exercise due care, skill and judgement and act at all times in accord with applicable professional ethics, principles, legislation and standards
- Participate in clinical supervision
- Actively participate in regular performance appraisals and training plans
- Identify and attend relevant continuing education and professional development opportunities
- Work at all times within the guidelines of policies and procedures of The Infants' Home
- Promote the understanding and application of EEO (Equal Employment Opportunity) and Affirmative Action
- Contribute to ongoing professional development by participating or presenting conference papers and seminars
- Contribute to service development within The Infants' Home, including integration of services

4. Compliance and Organisational Requirements

Ensure activities within the area of responsibility comply with:

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| • National law and regulations | • Child Protection Legislation |
| • Work Health and Safety legislation | • The Infants' Home vision, mission, policies, procedures and strategic goals |
| • National Quality Standards | |
| • Early Years Learning Framework | |

5. Risk Management

- Follow policies and procedures to ensure compliance
- Maintain a safe, healthy and clean environment
- Identify hazards and take action to remove these hazards
- Ensure that all of the Work Health and Safety requirements are met
- Identify risks and report them in a timely manner

6. General

- Carry out all duties, responsibilities and specific tasks related to the role as well as specific duties allocated by the Children's Services Manager (Centre-Based), CEO
 - Participate in research as required
 - Foster relationships with outside agencies for continued development of The Infants' Home Child & Family Services
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Essential Criteria

- Degree in Social Work and eligibility for membership with the Australian Association of Social Workers (AASW)
- Minimum 4 years post graduate experience in a case management role, working with young children and families with vulnerabilities
- Demonstrated knowledge and skill in a variety of Social Work interventions including psychosocial assessment, crisis intervention, case management, counselling and group facilitation
- Advanced knowledge of legislation and best practice frameworks within a Child Protection context
- Demonstrated knowledge of trauma informed practice
- Demonstrated knowledge of the complex needs of children and families with vulnerabilities, including barriers to learning, development and engagement with services
- Excellent relationship building/engagement skills with experience working with a range of stakeholders including families, government and community groups
- Ability to work independently and as part of a team
- Current driver's license
- Excellent verbal and written communication skills
- Excellent organisational, time management and record and file keeping
- Approved Child Protection Training - CHCPRT001 / CHCPRT002, or equivalent (or willing to obtain as soon as possible after commencement of employment)
- Valid NSW Working with Children's Check status

Knowledge, Skills and Attitudes

- Understanding of the issues relating to child abuse and neglect and knowledge of current NSW Child Protection Legislation
- An understanding of the impact of bio-psycho-social factors, including trauma on parenting capacity and on the quality of the parent-child relationship and attachment
- Experience working with individuals experiencing family and domestic violence
- Knowledge of effective approaches to guiding children's behaviour and of evidence-based parenting programs
- Ability to engage a range of individuals, including, individuals and families with multiple and complex needs and from culturally and linguistically diverse backgrounds (CALD)
- Willingness to keep knowledge up-to-date and to continue professional development
- Knowledge and skills in adopting solution focused, strength based, trauma informed approaches when working with children and families

Desirable Criteria

- Experience and or knowledge of NDIS, referral pathways and access streams for disability support services
- Demonstrated knowledge and experience in facilitating evidence based parenting programs
- Experiences in or sound knowledge of early childhood educational settings and child care subsidy supports
- An understanding of early childhood educational approaches
- Experience in grant report writing and acquittals

I have read and agree to undertake the duties as outlined:

Name

Signature

Date