



POSITION DESCRIPTION

Position Title:	Child and Family Practitioner
Department:	Centre-Based Care
Date:	November 2022
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 leading provider of high quality early childhood education and care, allied health and early intervention services for children and families. For almost 150 years the key focus of our work has been supporting families and children experiencing hardship or vulnerabilities to make a more positive future. As one of Australia's most established charitable organisations, The Infants' Home is embarking on an exciting new phase as we head towards our 150th year in 2024.

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 always act in accordance with applicable professional ethics, principles, legislation and standards.
- Always work within the guidelines of policies and procedures of The Infants' Home.
- Identify and attend relevant continuing education and professional development opportunities.
- Promote the understanding and application of diversity.

4. Compliance and Organisational Requirements

Ensure activities within the area of responsibility comply with:

- National law and regulations
- Work Health and Safety legislation
- Child Protection Legislation
- Australian Social Work Education and Accreditation Standards (ASWEAS)
- National Quality Standards
- Early Years Learning Framework
- The Australian Association of Social Workers (AASW) Code of Ethics (2010)
- The Infants' Home vision, mission, policies, procedures and strategic goals
- Australian labour laws

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) and/or CEO
- Participate in research as required
- Foster relationships with outside agencies for continued development of The Infants' Home Child & Family Services

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)

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 e.g. Circle of Security, Bringing Up Great Kids, Tuning into Kids
- Experiences in or sound knowledge of early childhood educational settings and Centrelink child care subsidy supports
- An understanding of early childhood educational approaches
- Experience in grant report writing and acquittals

Please note, all employees at The Infants' Home are required to have unrestricted working rights in Australia, a valid NSW Working with Children Check and up-to-date COVID-19 vaccinations.

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

Name

Signature

Date