

# Position Description

<b>Title</b>	Family and Community Worker
<b>Business unit</b>	Child, Youth and Family, Tasmania
<b>Location</b>	Shop 6, 26-28 Green Point Road, Bridgwater (outreach to Central Highlands)
<b>Employment type</b>	Part Time, Maximum Term
<b>Reports to</b>	Team Leader, Child Youth and Families (Southern)

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 1. Position purpose

The objective of Uniting's Child, Youth and Family programs is to promote the safety, stability and development of vulnerable children, young people and their families, and to build child, family and community capacity and resilience.

This role, funded by Communities for Children, supports the promotion of the wellbeing of children and their families living in Brighton and the Central Highlands, by providing timely support services and supporting community-based programs to support stronger networks and relationships. The role will include face to face, outreach-based support to individual families, and working alongside colleagues to include implementation and facilitation of group and community based activities.

## 2. Scope

**Budget:** nil

**People:** nil

## Position Description

### Family and Community Worker

---

### 3. Relationships

#### Internal

- Child, Youth and Families Tasmania leadership
- Other team members within Tasmania and Victoria as applicable.

#### External

- Uniting Tasmania's clients and their families
  - Other Communities for Children Community Partners and the Facilitating Partner, Salvation Army
  - Strong Families, Safe Kids Advise and Referral Service as required
  - Community connections within Brighton and Central Highlands.
- 

### 4. Key responsibility areas

#### Service delivery

- To provide parents with high quality evidence and trauma-informed information and programs that will enhance safety, build confidence, independence and life skills, and deliver better outcomes for children.
- Participate in needs and wellbeing assessment of children and families as required.
- Participate in the development and implementation of appropriate family case plans including monitoring progress towards specified family goals and making referrals as required.
- Demonstrate assertive and creative outreach strategies, including for families where there are challenges or barriers to engagement.
- Develop collaborative and productive relationships with other agencies providing client services, particularly attendance and participation in front line worker meetings and community events hosted by Communities for Children and other stakeholders.
- Deliver client services in a one to one, worker to family and group context as defined by each family's identified needs.
- Identify and/or develop safe, innovative, appropriate programs within the community for local children 12 years and under and be responsible for the implementation and facilitation of those programs, often in collaboration with other workers or services.
- Work within Uniting's frameworks of service delivery, including individual program specifications, including those recognized as evidence-based, and broader ecological service approaches.

#### Administration and Reporting

- Ensure client records, care plans and safety assessments are up to date and meet quality standards, statutory, organisational and funding body requirements.
- Complete requests for statistical and other information in a timely and accurate manner.

#### Quality and risk

- Carry out all responsibilities in relation to the Agency's Quality and Risk Management, Compliance and Workplace, Health and Safety frameworks, policies and procedures.
- Assist with and support internal and external audit processes as required.
- Attend core and other safety-related training including Induction.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships.
- Provide authentic service delivery and work practices, and the highest level of professional conduct in alignment with Uniting's values.

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.

## Position Description

### Family and Community Worker

- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
  - Based on a relationship with a current member of Uniting's workforce
  - Based on my ongoing work with another organization

---

## 5. Person specification

### Qualifications

- TAFE or University accredited tertiary qualifications in Community Development, Group Work, Human Services, Social Science, Social Work, or related child-focused or community services discipline.
- Accreditation in Parents Under Pressure is preferred, but not mandatory.

### Experience

- Demonstrated ability to develop and facilitate activity-based programs for children within the community and evidence-based information-sharing groups for parents.
- Demonstrated ability as a practitioner in the child, youth and family field.
- A commitment to a family-centred, child-focused approach to service delivery.
- Demonstrated ability to work flexibly to meet the current needs of communities, families, young people and children in a rural setting.
- Strong understanding of trauma-informed practice.
- Knowledge and experience of safe practices of work, when working in a remote and/or outreach capacity, as a solo worker.
- Demonstrated knowledge of practices to engage and assure the cultural safety of clients from a diverse range of backgrounds, including those from an Aboriginal, Torres Strait Islander or CALD background, or the LGBTIQ+ communities.
- Well-developed written and verbal communication skills, including the ability to prepare for and conduct case plan meetings and implement agreed actions.
- Demonstrated organisational and time management skills.
- As this is a geographically-specific position living within the community would be an advantage.

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Child Safety:** Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.

## Position Description

### Family and Community Worker

- **Community focus:** experience in working in a community-focussed way, with collaboration and cooperation, and hearing the collective voice of families in that process.
- **Statutory knowledge:** an understanding of the relevant legislation and current policy relating to the care of children and families.
- **Time management:** Excellent time management and organisation skills and evidence of ability to prioritise competing demands.
- **Self-Care:** robust strategies to manage self-care and personal wellbeing.
- Current Tasmanian Drivers Licence

---

## 6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

---

## 7. Acknowledgement

**I have read, understood, and accepted the above Position Description**

### Employee

Name:

Signature:

Date: