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### About Us

Anglicare Victoria works with children, young people and families. We prevent harm and empower people to overcome challenges and achieve their full potential.

We believe in families and know that with access to the right support every family can grow and achieve their goals.

We work with families towards positive change. Whether it be a helping hand in a time of crisis, or providing longer-term support and care. We partner with local communities, the private and public sectors and our donors to deliver better results.

Supporting tens of thousands of Victorians every year, our 1700+ staff and volunteers operate from more than 90 sites across the state, as well as delivering assistance online, at home and in the community. We are Victoria's largest provider of Out of Home Care and Family Services, and one of Australia's most innovative agencies in working with vulnerable children youth and families.

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### Family Preservation and Reunification (FPR)

Anglicare Victoria (AV) offers flexible and tailored support services as part of the Family Preservation & Reunification (FPR) Response, a Department of Families, Fairness & Housing (DFFH) state-wide initiative. FPR supports children and their families in creating a positive and safe environment within the family home, focusing on families remaining together and where children in care can return to reside with their family. The services within the FPR use various approaches including early intervention and assistance strategies, targeted and specialist support and continuing care pathways. AV provides FPR through short-term intensive support services and long-term transitional support services, based on the needs of the children and their families.

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### Position Specifications

The below outlines some specifics about the position:

Service Stream/Function:	Family Preservation and Reunification (FPR)
Program:	Functional Family Therapy – Child Welfare (FFT-CW)
Reports To:	Program Manager
Direct Reports:	Practitioner
Internal Stakeholders:	Regional Director All relevant stakeholders to enable continual improvement to the design and implementation of our service delivery model
External Stakeholders:	FFT-CW Consultant Department of Families, Fairness and Housing Department of Education and Training
Award Classification:	SCHADS Level 7

## About You (Key Selection Criteria)

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### Qualifications

Required:

- A relevant tertiary qualification in Social Work, Psychology and/or related behavioural sciences at degree level with relevant experience; or diploma level with substantial experience.
- Qualifications obtained overseas are required to be assessed by the identified industry professional entities for industry relevance and alignment to the Australian Qualifications Framework.

Desirable:

- N/A

### Knowledge and skills

- Demonstrated experience of working with marginalised, minority and hard to reach children, young people and their families in their homes and communities.
- Demonstrated experience and/or understanding in planning and delivering evidence-based interventions (e.g. cognitive behavioural theory, motivational interviewing) with individuals or families experiencing multiple and complex challenges.
- Experience in collaborating with children, young people and families to develop intervention goals and plans focused on building protective factors and reducing identified risks.
- Demonstrated understanding of the child welfare services which enables an ability to collaborate with the Department of Families, Fairness and Housing, in relation to addressing concerns for children, young people and families.
- Demonstrated experience in the supervision of multi-disciplinary staff including motivating, coaching, providing feedback and leading reflective practice discussions.
- Demonstrated experience and/or understanding of key child development issues, including an understanding of age and stages of development for children and adolescents.
- Knowledge of cultural sensitivities and ability to effectively engage with Aboriginal and Torres Strait Islander children, young people and families.
- Knowledge and understanding of cultural sensitivities and demonstrated ability to engage and effectively work with culturally and linguistically diverse (CALD) children, young people and families.

### Personal Qualities

- **Leadership:** the ability to role-model self-development behaviours and foster the development of others; lead through example; promote civic-mindedness; and champion continuous improvement and initiative strategies.
- **Drive and commitment:** ability to lead with best practice and set a high standard; motivated and positive approach to new challenges.
- **Flexibility and Responsiveness:** able to adapt and change where necessary to meet the needs of the team members, families and stakeholders.
- **Communication:** caters verbal and written communication styles based on the target audience.
- **Resilience:** the ability to maintain best practice while working under challenging circumstances such as working with those exposed to significant trauma.

## Your Contribution (responsibilities)

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The key contribution in the role are outlined below:

### Role specific

- Lead a team in providing an intensive assertive outreach service for children, young people and families to identify and engage key participants, build on protective factors and address risks, and to develop an analysis of the referral behaviours through adherence to the FFT-CW model.
- Support practitioners to undertake systemic assessments and develop interventions plans in partnership with children, young people and families, using excellent written and oral communication skills, which address referral behaviours and safety risks.
- Delivery of group and individual supervision of EBM Practitioner FFT-CW team to ensure the provision of specialist evidence-based therapeutic and behavioural interventions to families.
- Work with relevant stakeholders (internal and external) to continuously improve the implementation of our service delivery model and AV's commitment to improving the lives of children, young people and their families.
- Monitor program performance and outcomes through the collection and analysis of service data and implement changes to the operation of the program. Identify performance trends, best practices, and opportunities for improvement.
- Developed ability to undertake clinical judgement and provide specialised, advice, supervision, reporting and services to practitioners, relevant stakeholders and clients.
- To work in conjunction with the Program Manager and EBM Practice & Implementation. Lead to plan and implement responses in relation to program, sector and service developments.
- Carry a caseload of families as and when is required to demonstrate competency in the model.
- Lead Practitioners will be required in Phase 1 & 2 to complete the clinical model with families to demonstrate model fidelity and dissemination.

### General

- Ensure familiarity and compliance with all governance, policies and procedures.
- Adhere to all legislation, program requirements and relevant procedures relating to service provision.
- Undertake mandatory training within the required timelines. Participate in other training and development opportunities to ensure all necessary qualifications, skills, certificates and clearances are obtained to meet the position requirements.
- Maintain appropriate and accurate case notes, records, reports and data-input, in line with the service area and function/position requirements.
- Attend client meetings, team meetings, workshops and conferences, as required.
- Ensure privacy and confidentiality is upheld at all times.
- Professionally represent AV and our services at forums, meetings and training with external agencies.
- Contribute to the development of continuous improvement and initiative strategies.
- Embrace and utilise new ways of working to enhance collaboration, effectiveness and outcomes.
- Individuals may be required to undertake reasonable travel, as part of their position or duties.

It is an inherent requirement of the position to have (and commit to providing) significant flexibility to perform work outside of standard office hours in order to service the needs of the client. By accepting this position, you commit to working within the parameters of such flexible hours. Should your circumstances change, such that you can no longer commit to providing such flexibility, it is your responsibility to consult with your line manager so that suitable alternatives can be explored.

## Our Commitment to Health, Safety & Wellbeing

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AV is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

All AV Managers are required to:

- take reasonable care for themselves and others who may be affected by their acts or omissions
- contribute to, and be involved in, the organisation's ongoing management of health and safety activities including consultation
- follow all workplace health and safety policies and procedures implemented
- report all situations that may adversely impact on workplace health and safety
- ensure compliance with all health and safety legislative requirements, compliance codes and relevant Australian Standards
- maintain and regularly review our safety action plan
- proactively identify hazards, through risk assessment and implementation of safety risk controls
- maintain facilities that are under AV control
- provide appropriate and necessary information, training, and supervision for employees to enable them to perform their tasks safely
- provide ongoing inspection and review of the workplace, safe work practices and procedures
- ensure correct processes are followed in the event of an incident or injury
- facilitate rehabilitation and encourage the early return to work of employees who may be injured
- foster employee wellbeing by creating a mentally healthy, inclusive, and safe workplace
- participate in relevant health and safety training and inductions based on roles and responsibilities.

## Our Commitment to Inclusion

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AV strives to be an inclusive, safe and responsive organisation that promotes diversity and actively supports inclusion for people and communities identifying as, but not limited to:

- Aboriginal and Torres Strait Islander
- LGBTQI+
- people with disabilities
- people from diverse cultural and linguistic backgrounds
- people of all ages
- people with caring responsibilities
- people with diverse religious beliefs or affiliations.

All AV employees, contractors and volunteers are required to:

- take reasonable care to respect differences, to foster a workplace that is safe, healthy, positive, supportive and free from all forms of harassment, bullying and discrimination
- undertake all interactions with clients, families and co-workers in a culturally sensitive manner and take appropriate account of cultural and linguistic diversity
- address any unacceptable behaviour witnessed or experienced within the workplace directly with the individual/s responsible, if safe to do so or report to a relevant Supervisor or Manager
- participate and contribute in training, events and learning opportunities to celebrate differences, increase awareness and understanding of diversity and inclusion
- raise concerns and/or complaints in a constructive manner, including identifying possible solutions.

In addition, the responsibilities of Managers are to:

- develop strategies to mitigate bias through employment life cycles, including ensuring diverse interview panels. Seeking out advice from individuals and clients with lived experience when developing new practices, policies and procedures
- identify and appropriately respond to any unacceptable behaviour reported, to ensure the creation of a safe workplace for all
- seek out support around key issues and evolving practices relating to Diversity & Inclusion, through supervision, resources or consulting with our Cultural Advisors, PRIDE Group and RAP Committee
- participate in the development and implementation of inclusion events and strategies.

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### **Our Commitment to Child Safety**

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AV is committed to protecting children and young people from all forms of harm and abuse.

As a manager you are required to report any concerns raised by, or on behalf of, children and young people in accordance with mandatory reporting, reportable conduct and incident management procedures. Everyone at AV has a role to play in keeping children and young people safe.

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### **Employment Screening and Required Certificates**

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Anglicare Victoria conducts safety screening practices for all preferred applicants. Safety screening must be satisfied prior to formal offers of employment being made and must be kept current to ensure ongoing employment. These include but are not limited to:

- an Australian Criminal History Check
- an International Criminal History Check for those who have lived outside of Australia for longer than 12 months in the last ten years
- a Current Employee Working with Children Check
- Full Victorian Drivers Licence
- in line with Anglicare Victoria's Covid 19 Vaccination Policy all staff, students and volunteers are required to provide evidence of full vaccination against Covid 19 or provide a valid medical exemption. This requirement may be amended from time to time in line with Anglicare Victoria Policy or as directed by the Chief Health Officer.

The responsibilities listed within this document have been identified as the primary functions of the position. Additional responsibilities not listed may be required; these may change from time to time to reflect the needs of our clients and the service but will remain at the same level of responsibility aligned to this position.