

Position Description

Title	Children's Resources Coordinator
Business Unit	South & East Vic
Location	126 Raymond Street, Sale, Victoria
Employment type	Part time (60.8 hours per fortnight) Ongoing
Reports to	Manager – Children, Youth & Families

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

Work with Gippsland region homelessness services and family violence services to meet the needs of accompanying children.

To provide advice, information, support and resources to Wellington Homelessness Services Program, and other homelessness service providers across Gippsland.

2. Scope

Budget: Brokerage (approximately \$25K annually)

People: Nil

3. Relationships

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Internal

- Executive and Senior Program Management
- Employees, volunteers, students & contractors
- Uniting Corporate, Support Services and Mission divisions
- Other Operational services

External

- Homelessness support providers
 - Family Violence Sector
 - State-wide Children's Resource Coordinators
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4. Key responsibility areas

Service delivery

- Establish and maintain Children's Resource Coordinator networks for effective information sharing across the Homeless Services and Family Violence sector in relation to children.
- Participate in on-going education and professional development to increase skills and knowledge relevant to the Homelessness Services and Family Violence sector to provide agencies and workers with the latest information and research.
- Work with the Local Area Services Networks and service providers to identify the needs of accompanying children within the Homeless Services and Family Violence sector.

Administration

- In consultation with the Gippsland Homelessness Services and the Family Violence sector identify and facilitate practitioner's training to strengthen the capacity of the sector to best meet the needs of accompanying children.
- Provide secondary consultations to staff within the Homeless and Family Violence sectors on issues and services in relation to children experience homelessness and family violence.
- Maintain cross sector links within the community including local councils, education, health, family violence, child protection and early childhood services in raising the awareness of impact of homelessness and family violence on children.

Quality and risk

- Facilitate access to services for accompanying children through the administration of Children Brokerage.
- Promote available resources and services in relation to children through the Homelessness Services and Family Violence services networks.
- Facilitate, provide and / or establish resources in response to the Homelessness Services and Family Violence sector needs.
- Participate as a member of the state-wide Children Resource Program.
- Keep accurate records and provide data to Department of Families, Fairness and Housing and Local Area Service Network (CHHA).
- Support the establishment of / or facilitate child specific groups in response to identified need from the Homeless Service and Family Violence sector.
- To advise agencies in relation to Best Practice for children to meet accreditation and quality standards.
- Contribute to Uniting Gippsland child safe standards in capacity as Children Resource Coordinator.
- To undertake other duties that may be requested by the Manager.

Personal accountability

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

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- 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 organisation

5. Person specification

Qualifications

- Relevant tertiary qualification in social work, community services, welfare studies, or other equivalent and related discipline
- Satisfactory Police Check and Victorian Working with Children's Check

Experience

- Experience in community development, including networking and relationship building
- Experience working independently with minimal supervision, as well as ability to work as part of a collaborative multi-disciplinary team
- Experience in the Homelessness Sector service delivery or working with Children in other sectors.
- Demonstrated understanding of the gendered nature of family violence, and commitment to intersectional practice

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values respect the uniqueness and value of every individual; establish and maintain right relationships that enable people to be influential in their own support arrangement and ensure they are treated with dignity and respect; build on strengths and abilities of all; demonstrate transparency and accountability
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- **Consumer Centeredness:** foster, promote and implement a culture that keeps consumers at the centre of everything we do; demonstrates an awareness of and prioritises the needs of consumers; focuses on optimal outcomes for consumers

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- **Stakeholder Relationships** – ability to engage, build and maintain strong, mutually beneficial professional relationships with internal and external stakeholders; track record of being able to sustain positive, collaborative and effective relationships; promotes harmony and consensus through diplomatic handling of disagreements; builds trust through consistent actions, values and communication.
- **Teamwork:** cooperates and works well with others in pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others feelings and ideas; accommodates and works well with the different working styles of others; encourages resolution of conflict within the group; willingness to be proactive and help others; contributes to the continuous improvement of a positive, collaborative and effective work environment
- **Problem-solving** – proven ability to take a solution-focused and strengths-based approach within a complex, ambiguous and evolving community services environment
- **Administrative skills:** Excellent organisational skills; High level of attention to detail and accuracy; experience in handling sensitive information and maintaining privacy; knowledge of Client Management Systems / Databases
- **Communication:** Strong and clear communication skills with the ability to build positive professional relationships with key internal and external stakeholders; excellent interpersonal skills; Strong interpersonal skills including a high level of self-awareness.

Other Requirements

- Legal eligibility to work in Australia
- Current Australian Driver's License
- A satisfactory national police records check is a condition of this position and is repeated every three years and International police check if required
- Current working with Children check (Victoria)
- Compliance and understanding/familiarity with organizational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health and Safety)

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.
