

### 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.

### Family Preservation and Reunification (FPR)

Anglicare Victoria (AV) offers flexible and tailored support services as part of the Family Preservation & Reconciliation (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.

### Position Specifications

The below outlines some specifics about the position:

Service Stream/Function:	FPR
Program:	Future Pathways
Reports To:	Lead Practitioner
Direct Reports:	N/A
Internal Stakeholders:	All relevant stakeholders to enable continual improvement to the design and implementation of our service delivery model
External Stakeholders:	Department of Families Fairness and Housing Department of Education and Training
Award Classification:	SCHADS Level 6

## About You (Key Selection Criteria)

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### Qualifications

Required:

- A relevant tertiary qualification in Social Work, Psychology, Early Childhood Specialist and/or related behavioural sciences at degree level with substantial experience; or associate diploma level with substantial experience in the relevant service stream, or less formal qualifications with specialised skills sufficient to perform at this level.
- 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 in working with high needs complex families, with examples of utilizing a child focused family-centred approach and parenting educational programs or approaches reflective of practice elements within casework framework.
- Knowledge of various theoretical approaches used to understand the experience of children and families, including motivational interviewing and social inclusion.
- Advanced understanding of the child welfare services which enables an ability to collaborate with the Department of Families Fairness and Housing, in relation to addressing protective concerns for children.
- Extensive experience in conducting risk and needs assessments, specifically safety and wellbeing of children and young people, and skills in developing attainable goals that focus on positive outcomes.
- Knowledge of Practice Elements within a casework framework.
- Demonstrated experience and/or understanding in planning and delivering evidence-based interventions with individuals or families or systems.
- Sound understanding of culturally sensitive practice and is able to establish rapport and relate sensitively with Aboriginal and culturally diverse groups.
- Relevant experience working with marginalised, minority and difficult to engage young people and/or their families in their homes and communities.

### Personal Qualities

- **Initiative and accountability:** be proactive and self-starting, seize opportunities and act upon them, take responsibility for own actions.
- **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**

- Actively participate in the Communities of Practice Forums and Case Consultation Meetings.
- Participate in supervision, reflective practice and consultation activities.
- Demonstrate compliance with agency requirements through clear and concise documentation and data entry.
- Provide direct engagement and motivation using methods compatible with principles and practices of the specified model.
- Contributes to the performance monitoring and reporting requirements of the Future Pathways program.
- Fulfil program requirements regarding case recording, data collection, registration standards and other requirements such as the Rapid Response evaluation.
- Record and update outcomes and data management systems to meet DFFH and Anglicare Victoria's guidelines and statutory requirements.

### **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 employees, contractors and volunteers 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 workplace health and safety
- 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.

## **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 an employee 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.

## 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 within the last ten years
- a Current Employee Working with Children Check
- Full Victorian Drivers Licence

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.