

## Position Description

<b>Title</b>	Relief Social Worker
<b>Business unit</b>	Children, Youth & Families
<b>Location</b>	Gippsland
<b>Employment type</b>	Part-time or full-time
<b>Reports to</b>	Executive Officer, Gippsland

### 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 Relief Worker position provides coverage for Uniting Social Workers in Gippsland. The responsibilities include offering support and interventions to individuals, families, and children through specialised services such as community development, complex casework, emergency relief, accommodation assistance, and out-of-home care.

The primary services include Child, Youth, and Family services, Family Violence, Homelessness support, community development work, local leadership for Alcohol & Other Drugs (AOD), Family Preservation & Reunification Program (FPRP), Home and community Care and support for Carers services, and Primary Health Networks (PHN) funded counselling programs.

### 2. Scope

**Budget:**

Nil

## Position Description Relief Social Worker

### People:

Nil

---

## 3. Relationships

### Internal

- Uniting Leaders
- Uniting Staff

### External

- Department of Families, Fairness and Housing (DFFH)
  - Clients and their families
  - Other service providers and stakeholders
- 

## 4. Key responsibility areas

### Service delivery

- Provide consumer support for individuals and families experiencing vulnerability
- Undertake assessments utilising the appropriate tools and frameworks
- Depending on the role being covered activities may include any or all of the following:
  - Provide emergency relief assessment and referral support, resources, and assistance
  - Implement specialised interventions designed to address the unique needs of individuals, families, and children
  - Assist individuals and families experiencing housing insecurity or homelessness
  - Coordinate and oversee out-of-home care arrangements for children and young people
  - Assist with community development initiatives to enhance access to resources and support services
- Maintain accurate records of client interactions, assessments, interventions, and outcomes
- Build and maintain collaborative relationships with other service providers, government agencies, and relevant stakeholder
- Work collaboratively in a team environment by sharing information and providing team support to team members
- Engage in professional development activities to maintain knowledge, skills, and competencies relevant to social work

### People and teams

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment

### Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

### Personal accountability

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

## Position Description

### Relief Social Worker

- 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

- The minimum qualification for this role is a Bachelor of Social Work or equivalent qualification
- OR have a minimum of 5 years relevant professional experience or have a related qualification relevant to child and family welfare as per the mandatory minimum qualifications for family violence practitioners.
- OR hold significant cultural knowledge and experience or lived experience, and have faced barriers to educational pathways as per the mandatory minimum qualifications for family violence practitioners.
- A current Drivers Licence valid in Victoria

### Experience

- Substantial experience working with vulnerable children and families in the community service sector, including case management, intake assessment and emergency response.
- Strong knowledge and skills as a practitioner working across a range of programs and services.
- Demonstrated knowledge of relevant legislation, assessment tools and frameworks such as the 'Best Interests' framework, CYFA 2005, Family Violence Protection Act 2008, FVISS, CISS and MARAM frameworks.

### 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
- **Consumer centeredness:** demonstrates an awareness of and prioritises the needs of consumers; focused on optimal outcomes for consumers and ability to suspend judgement
- **Communication:** an open, honest, articulate and flexible approach to communication, ability to actively listen and prepare for and conduct meetings
- **Cooperative:** demonstrates team behaviours striving for cooperative and professional relationships with colleagues
- **Professionalism:** professional, confident, focused, able to set appropriate personal boundaries, ability to admit mistakes as an opportunity for reflection, learning and development

## Position Description

### Relief Social Worker

- **Case noting skills:** excellent case noting skills, and good computer literacy skills including demonstrated experience in Microsoft Office
- 

#### **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.**

---