

Department of Communities Tasmania

STATEMENT OF DUTIES

Position Title	Child Safety/Family Law Court Liaison Officer
Position Number	524956, 524971
Division/Branch/Section	Children, Youth and Families, Child Safety Service
Award/Agreement	Allied Health Professionals Public Sector Unions Wages Agreement
Classification	Allied Health Professional Level 3
Position Status*	Fixed-term
Position Type*	Full-time
Location	South/North
Reports to	Manager, Child Safety Service
Check Type	Schedule I
Check Frequency	Pre-employment

** The above details in relation to Position Status and Position Type may be different when this position is advertised – please refer to the advertisement for vacancy details.*

About Us

Communities Tasmania brings together a range of functions, programs and initiatives aimed at enhancing and improving the lives of all Tasmanians. To create strong, inclusive and proud communities the Department will collaborate with our community-based partners to empower individuals and families throughout Tasmania to lead fulfilling lives.

Communities Tasmania provides opportunities for all Tasmanians to participate in community life and sport and recreation; supports, protects and nurtures vulnerable children, young people and their families; delivers and facilitates specialist disability services; and provides services to support social and affordable housing. The services of Communities Tasmania are based in all major centres throughout Tasmania, therefore some roles may require intrastate travel.

The Child Safety Service (CSS), within Children, Youth and Families (CYF), delivers the statutory response to child safety and wellbeing concerns. It works to preserve families, facilitates out of home care for children unable to remain in their parents' care, supports reunification, and manages adoption, transfer of guardianship and transition to independence services. The Child Safety Service incorporates the Strong Families, Safe Kids Advice and Referral Line, the new state-wide contact for child safety and wellbeing concerns.



The Strong Families Safe Kids (SFSK) Advice and Referral Line (ARL) is a contact point for people seeking assistance if they have concerns about a child and their family. The service provides information and advice about service options and other approaches for responding to the needs of children and families. When a child and their family need assistance the service may provide this through referral to another service or, in some circumstances if a child is considered to be at risk, the service may refer the matter to the Child Safety Service for assessment.

Primary Purpose

The role of the Child Safety/Family Law Court Liaison Officer will be to improve the flow of information between the family law courts, the ARL and CSS, and promote more collaborative working relationships between family law professionals and child safety practitioners.

Primary Duties

1. Provide assistance in coordinating responses to notices of risk of abuse received from the family law courts.
2. Provide assistance with urgent applications to be heard by the family law courts on an *ex parte* basis (principally applications for recovery orders).
3. Facilitate information sharing between the ARL, CSS and the family law court, particularly in high-risk cases.
4. Collaborate with family consultants and assist independent children's lawyers to gather family safety information.
5. Support the seamless referral of matters by the CSS and ARL to the family law courts.
6. Enhance collaborative interagency working relationships and mutual cooperation.
7. Share information to inform independent child and parenting assessments in both the child safety and family law jurisdictions.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Level of Responsibility, Direction and Supervision

The Child Safety/Family Law Court Liaison Officer is required to work largely autonomously and assume day-to-day responsibility for determining the direction of their work. General professional guidance and line management is provided by the Manager, Child Safety Service, however, the incumbent is expected to maintain a high-level of knowledge and expertise in relation to emerging developments in policy, training and clinical practice relating to child



safety. Within the Family Law Court environment, broad operational advice and direction is provided by the Manager - Court Services (Department of Justice).

The legislative framework in which this service operates is provided by the *Children, Young Persons and Their Families Act 1997* (Tasmania) and the *Family Law Act 1975*. The theoretical framework for practice for risk and safety assessments is strongly influenced by a child-centred, family-focussed approach in line with the object and principles of the *Children, Young Persons and Their Families Act 1997* (Tasmania). The occupant is responsible for:

- The provision of a high standard of consultation and information, using professional skills and standards and with due regard for confidentiality.
- Exercising professional judgement in a timely and appropriate manner in line with practice standards and Agency protocols.
- Operating within set delegations, guidelines and time frames.
- Exercising reasonable care in the performance of duties consistent with the relevant Work Health and Safety legislation.

Essential Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Satisfactory completion of an appropriate course of study at a recognised tertiary institution and registered with the relevant Board or, in the case of unregulated professions, eligible for membership of the relevant professional association.
- Current Tasmanian Working with Children Registration.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 1. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
 - e) serious traffic offences (*if Driver's Licence is an essential requirement*)
 2. Identification check
 3. Disciplinary action in previous employment check.



Desirable Requirements

- Significant experience working in the field of child safety.
- Experience working in a Family Law Court environment.
- Current Driver's Licence.

Selection Criteria

1. Demonstrated comprehensive understanding and application of theory relevant to the development and delivery of child safety and family support services.
2. Demonstrated skills and experience in working with children and families at risk, including the ability to provide advice on complex and critical cases.
3. Demonstrated understanding of the social, emotional and health needs of children at risk of abuse and/or neglect.
4. Demonstrated capacity to work effectively within multidisciplinary teams and to form and facilitate collaborative partnerships.
5. Demonstrated ability to work independently, to manage own workload and workflow, and to monitor the effectiveness and efficiency of service delivery.
6. Highly developed interpersonal, advocacy and negotiation skills, as well as well-developed oral and written communication skills.

Values and Behaviours

We are a values-based organisation. Our aim is to attract, recruit and retain people who uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important.



Communities Tasmania is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of Communities Tasmania enable everyone to be respected in the workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

Communities Tasmania does not tolerate violence, especially violence against women and children.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State



Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: Communities Tasmania has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, the Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Executive Director Capability and Resources or to the Manager Internal Audit. Communities Tasmania is committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and is conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant manager can provide details to the occupant of delegations applicable to this position. Communities Tasmania has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of the Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by Communities Tasmania policy) with Communities Tasmania are expected to comply with Agency policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of Communities Tasmania are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: Communities Tasmania is a smoke-free work environment. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.