

## Position Description

<b>Title</b>	Family Services Specialist Disability Practitioner
<b>Business unit</b>	Family Services, CYF
<b>Location</b>	126 Raymond Street Sale
<b>Employment type</b>	Full Time   Ongoing
<b>Reports to</b>	Team Leader - Family Services

### 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 Specialist Disability Practitioner works to support vulnerable children and parents with disability to access disability supports and participate effectively in the National Disability Insurance Scheme (NDIS). In a collaborative, care team approach the program develops individualised therapeutically focused action plans for children, young people and their families where disability support needs are identified. The program allows for an innovative and creative response to the needs of all family members and assists in linking families with third party supports where required, including NDIS access and navigation.

### 2. Scope

**Budget:**

*nil*

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#### People:

*nil*

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## 3. Relationships

### Internal

- Family Services Team
- Local Uniting management
- Uniting employees, volunteers and students

### External

- National Disability Insurance Agency (NDIA)
  - Department of Families, Fairness and Housing (DFFH)
  - Families
  - NDIA Local Area Coordinators
  - Other Child and Family Services Practitioners
  - Other Community Service Organisations as required
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## 4. Key responsibility areas

Briefly outline the primary responsibilities of this position in bullet points, (keep it brief but ensure you list all key areas of responsibility) – group under headings in order of importance – see examples below:

### Service delivery

- Identify and address the disability support needs of the family and undertake disability-related goal setting
- Provide a case management function to support vulnerable families to effectively utilise NDIS services to enhance family functioning and client outcomes
- Support families to prepare for their plan reviews and attend planning meetings to support plan reviews and advocate for the needs of the client
- Develop a comprehensive understanding of the NDIS funded supports that can contribute to building family capacity and sustainability of care
- To think innovatively when exploring the support needs of clients and the delivery of service
- Develop and deliver parenting strategies to support the strengthening and stabilizing of the family tailored to the individual needs of children ensuring positive behaviour support strategies are at the forefront
- Provide consultations to other child and family services agency practitioners on disability and NDIS-related issues
- Build the ongoing capacity of all family services practitioners to support families to navigate the NDIS to receive timely access to disability supports
- Actively seek out the voice of children and young people and advocating for their voice to be heard.

### Partnerships

- Establish cooperative relationships with local disability services, such as NDIs providers, Local Area Coordinators and/or Support Coordinators
- Establish cooperative relationships and work actively and collaboratively with the family and NDIA, Local Area Coordinators and/or Support

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- Build relationships with specialist schools to encourage the early identification and early support of families where the complexity of the disability support needs is likely to cause increased family pressure
- Work collaboratively with DFFH Divisional Disability and Principal Disability Practice Advisors (DPA/PDPAs) to identify families with complex disability support needs at risk of breakdown due to unmet disability support needs and who may require a DPA/PDA response

#### Administration, Quality and risk

- Ensure the highest quality of service provision through a commitment to organisational values, policy and procedure adherence, and maintenance of positive relationships with key stakeholders
- Complete data collection and reporting as required.
- Other projects and duties, as required
- Comply with Uniting policies and procedures and ensure Child Safety at all times
- Raise and report any concerns about Child Safety immediately

#### 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.
- 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

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## 5. Performance indicators

- These are optional for the time being but will be mandatory as a performance management and development framework (and process) evolves.
- Group in key areas (e.g. Achieves results, customer management, stakeholder management, people management, teamwork, professionalism – or against any capability framework (if inexistence) with headings in order of importance and insert the results expected and how they will be measured.

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## 6. Person specification

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#### Qualifications

- A relevant tertiary qualification in Disability, Social Work, Psychology, Early Childhood Specialist and/or related behavioural sciences

#### Experience

- Previous agency experience in providing intensive and sustained support provided to vulnerable families with disability, including those with complex disability support needs
- Demonstrated understanding of the National Disability Insurance Scheme Act (2013), the National Disability Services Standards, and the needs of people with a disability and their families
- High level of competency in conducting child and family risk and needs assessments, and developing and implementing action plans
- Experience in actively engaging vulnerable children, youth and families, and delivering a range of interventions to improve their safety and outcomes
- Skills in providing case consultation and capacity building of practitioners.

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- 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
- **Stakeholder Relationships** – Strong negotiation and influencing skills; ability to engage, build and maintain strong, mutually beneficial relationships with stakeholders; track record of being able to sustain positive, collaborative and effective relationships; capacity to position Uniting as a trusted advisor to peak bodies and key stakeholders in the sector including government and funding bodies; promotes harmony and consensus through diplomatic handling of disagreements; builds trust through consistent actions, values and communication
- **Communication** – Strong and clear communication skills with the ability to build positive professional relationships with key internal and external stakeholders; excellent interpersonal skills; high level written and verbal communication skills; ability to conduct presentations; ability to prepare high quality business cases and reports
- **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 or the ability to quickly develop competency in use of such systems; high level computer literacy skills including demonstrated experience in Microsoft Office; well-developed literacy and numeracy skills

#### 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)

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## 7. 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

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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.**

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