

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Child Development Officer	Department	Young Parents Program - Family Education and Community Support (FECS) Team
Location	Nowra/Shoalhaven	Direct/Indirect Reports	Nil
Reports to	Team Leader FECS Nowra Team Lead	Date Revised	May 2020
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4	Job Evaluation No:	HRC0037696

■ Position Summary

Australian Red Cross Young Parents Program (YPP) works to ensure best outcomes for children and families by improving the capacity of young parents with complex needs aged 13 to 25, to live and parent independently.

YPP is designed to meet the needs of a highly vulnerable group in the community, namely pregnant and parenting young women and men who are unable to access elsewhere the safety, security and support required to parent effectively. YPP takes a strengths-based early intervention approach, building the capacity of young parents to live independently in appropriate housing, develop parenting skills to ensure the best outcomes for their children, and break the cycle of intergenerational trauma, abuse and neglect.

The Child Development Officer (CDO) is responsible for the coordination, development and delivery of child focused interventions at Young Parents Program, training staff and volunteers in best practice for child development, supporting young parents with complex needs and behaviours to develop independent parenting skills, and ensuring best outcomes for children.

■ Position Responsibilities

Key Responsibilities

- Oversee and ensure the quality delivery of child development services
- Monitor and assess child development needs routinely and as required, and develop comprehensive plans to address child development needs using a variety of interventions
- Work closely alongside case managers, occupational therapist, and education officer to provide interventions that are holistic, responsive, and strengths-based
- Develop and share resources to address child development and client needs

- Collaborate with stakeholders
- Ensure child development activities and intervention plans are culturally responsive
- Ensure compliance with all Red Cross policies including Code of Conduct, Workplace Health and Safety and Child Protection
- Participate in projects as required and other general responsibilities such as for site-based volunteer coordination as directed by Team Leader/Program Manager

■ Position Selection Criteria

Technical Competencies

- Oversee and ensure the quality delivery of child development services
- Child focussed with a strong understating of child protection issues, including knowledge of relevant legislation
- Practical experience in the implementation and coordination of child development interventions/strategies
- Demonstrated experience in working with children with complex behaviours and needs
- Ability to effectively engage clients with complex needs and a history of non-engagement with services
- Excellent written and verbal communication
- Strong networking skills with stakeholders
- Excellent organisation and administrative skills
- Ability to work autonomously and within a team, and manage competing priorities
- Demonstrated assessment, decision making, problem solving and analytic skills
- Experience working with volunteers (non-essential)

Qualifications/Licenses

- **A Working with Children check is a mandatory requirement for this role**
- Relevant tertiary qualifications, Early Childhood, Midwifery, Allied Health, Social Work or related discipline
- Minimum two years child development experience
- Current driver's license and first aid qualification

Behavioural Capabilities

- **Personal effectiveness | Achieve results** | Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- **Personal effectiveness | Being culturally competent** | Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Always displaying respect and courtesy to others and acknowledges cultural heritages and varying perspectives of team members.
- **Team effectiveness | Collaborating** | Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Team effectiveness | Managing change** | Demonstrated capability to adapt to, support and manage change in a positive way. Ability to work to overcome challenges arising from change and raise concerns constructively.

- **Organisational effectiveness | Focussing on clients** | Proven track record in providing high quality service to internal and external clients and stakeholders. Actively seek and respond to client feedback in a constructive manner.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters.