

ACTING NORTHERN PARENTZONE COORDINATOR POSITION DESCRIPTION PARENTZONE

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

So come and join us at Anglicare Victoria where there is a rewarding career ready for you in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



Position details

Position	Acting Northern ParentZone Program Coordinator
Program	Women's House & Northern ParentZone
Classification	SCHADS Award Level 6 (Social Worker Class 3) (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
Hours	Part Time
Hours per week	30.4 hours (Some pre-planned after hours work is required from time to time.)
Duration	Fixed Term
Fixed term end date	28 February 2022
Location	North Metro
Reporting Relationship	This position reports directly to the Team Leader
Effective date	July 2021

Overview of program

The Northern Parentzone Program Coordinator is part of the Broadmeadows Women's Community House and Parentzone Northern teams.

The Broadmeadows Women's Community House provides a range of group work services to a culturally diverse community. The Women's House also uses a community development framework to address the issues that are present in the local area.

Parentzone is a regional parenting service which aims to support parents through the provision of educational/support group programs that assist in the development of parenting skills and competencies for parents and professionals.

Position Objectives

1.	Provide a high quality group work intervention for women, parents and families who live in the Northern Metropolitan region in both face to face and online platform.
2.	In consultation with the Team Leader, co-ordinate and facilitate a range of group work programs including but not limited to; specialist relationship programs, parenting and/or children's programs, with particular reference to meeting the needs of disadvantaged and socially isolated communities.
3.	Deliver professional development and parent education training to professionals in the Northern Metropolitan region.
4.	In consultation with the Team Leader, liaising with community services in the highest priority areas in the Northern Metropolitan region, to scope group work needs and develop collaborative partnerships to deliver group programs.
5.	Together with the Team Leader, oversee the timetabling and allocation of group work programs across ParentZone and the Women's House team.
6.	Within a group work context, work with families to empower them to manage their life situation and promote a positive engagement with their community.

Key responsibilities

The key responsibilities are as follows but are not limited to:


1.	Plan, deliver and evaluate a range of group programs, as well as training and education for professionals, which align with targets and funding agreements.
2.	Conduct initial assessments on clients prior them to joining programs, periodic reviews of client goals and make appropriate referrals when necessary.
3.	Collect data, and prepare reports and routine correspondence regarding the operations of the program as required.
4.	Within a group work approach, engage with group participants to build supportive networks within the community that will provide enduring support and address isolation issues; and liaise with community stakeholders to promote our service.
5.	Maintain up to date resources and information and participate in professional development in line with program requirements.
6.	Continually update, expand and monitor existing programs, ensuring relevance to a range of group work and professional participants.
7.	In consultation with the Team Leader, liaise with other local, regional and state wide services particularly to enhance service delivery in group work through innovative and collaborative approaches. To oversee and delegate promotional and networking responsibilities to the team as required.

Key Selection Criteria

The Key Selection Criteria are based on role specific requirements. Applicants are required to provide a written response to each of the criteria.

a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. The five criteria are to be addressed individually (no more than 2 pages in total).

	1. Relevant tertiary qualification in community development, social work, or related discipline and experience.
	2. Demonstrated experience in planning, establishing and facilitating group work, professional development and education, as well as an understanding of adult learning and group work theories.
	3. Excellent communication and interpersonal skills, including the ability to liaise and negotiate with a multi-disciplinary team.
	4. Demonstrated ability to make sound judgements in relation to safety and wellbeing assessments of program participants.
	5. Demonstrated skills in any of the following areas: community development, adult education, parenting and family work, research and evaluation.

Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Conditions of employment

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. Salary packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and an Employment Working with Children Check prior to commencement.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
