

## THERAPEUTIC KEY WORKER POSITION DESCRIPTION

TRAK FORWARD

OUTER GIPPSLAND

**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

<b>Position</b>	Therapeutic Key Worker
<b>Program</b>	TRAK Forward
<b>Classification</b>	SCHADS Award Level 6 (Social Worker Class 3)
<b>Hours</b>	Part Time
<b>Hours per week</b>	22.8 negotiable to full time
<b>Duration</b>	Fixed Term
<b>Location</b>	Primarily located in Bairnsdale with travel across Gippsland (Inner and Outer)
<b>Reporting Relationship</b>	Team Leader – Trak Forward
<b>Effective date</b>	January 2020

## Overview of program

TRAK Forward, in collaboration with partner agencies The Salvation Army, Drummond Street and Think Grow Connect, work with adult and children victim-survivors of Family Violence; offers a range of both joint and separate therapeutic interventions, as recommended by the Family Violence Royal Commission.

TRAK Forward will use a trauma-informed, phased based treatment framework. Women and children will have access to a therapeutic recovery worker, therapeutic safety focussed pre-work, evidence based group work, 1:1 coaching (in home or in refuge), and access to ongoing peer support. In addition the program will work with men who use violence, to be accountable for their behaviour and take steps to become a safe parent, including through links to programs that will address their behaviour.

## Position Objectives

This position is part of a program which is delivered in partnership between Anglicare Victoria, The Salvation Army, Drummond Street and Think Grow Connect aimed to promote the recovery of parents and children who have experienced family violence. TRAK Forward will use a trauma-informed, phased based treatment framework to aid families in their recovery journey.

1.	To support the therapeutic recovery of parent / carer and children victim survivors of family violence using a trauma informed approach focused on safety, empowerment and connection.
2.	To actively engage families, who have experienced family violence, in decision-making, planning and action processes applying empathy, openness and honesty in all communications and interventions. Where safe to do so, this may include working with the person using family violence.
3.	Provide a therapeutic and family focused service, working in partnership with families and other stakeholders to achieve their goals: to enhance child and adolescent development; improve family relationships and functioning, and ensuring the safety of all family members.
4.	Work with the family to empower them to manage their life situation and to take charge of their lives, including a positive engagement with their community.
5.	Participate in group work facilitation and implement evidence based group work models which aid parents, children and whole families in their recovery from trauma associated with family violence experience as required.

## Key responsibilities

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


1.	As key worker support the victim survivors of family violence using a trauma informed approach to ensure recovery includes safety, empowerment and connection. This includes: <ul style="list-style-type: none"> <li>Intake and assessment, therapeutic support and recovery planning</li> </ul>
2.	In addition to key worker responsibilities, provide specialist therapeutic interventions using trauma informed counselling in one or more of the following support areas: <ul style="list-style-type: none"> <li>Group Facilitation- Peek-a-Boo and Beyond the Violence</li> <li>Family Therapy, Play Therapy and/or Child-Parent Therapy</li> <li>In home (or refuge) coaching</li> <li>Ongoing Peer Support group facilitation</li> </ul> For group facilitators, this includes coordinating all aspects of group work delivery, including promotion, referrals and assessment, co-facilitation arrangements, venue hire and catering
3.	Accurately assess risk particularly in relation to systemic abuse and family violence and assist parents/ carers and children to develop concrete safety plans.
4.	Maintain accurate case records, data and statistics and write reports as required.
5.	Participate in intake and duty roster systems, ensuring families and service providers receive a professional, timely and supportive response to service entry.
6.	Provide a suite of services that respond to family's needs, drawing on the skill and expertise of the broader team to respond to infants, children, young people and parents, as well as actively engaging with male perpetrators of family violence where safe to do so, and where this maximises victim-survivor freedom and choice.
7.	Work effectively with Aboriginal families, families from culturally and linguistically diverse backgrounds, families living with a disability, kinship carers and grandparents, and LGBTI families.
8.	Participate in, and make an active commitment to the further development of a dynamic, cohesive and multidisciplinary team by actively participating in all meetings and processes, including: team meetings, intake meetings, duty system, staff development, supervision and annual reviews. Work flexible hours, beyond 9-5, to meet the needs of families.

## Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

### 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).

 Role Specific	1. A relevant tertiary qualification in Social Work, Psychology, Early Childhood Specialist and/or related behavioural sciences at degree level with substantial experience
	2. Knowledge and experience in the use of current and relevant theoretical frameworks in relation to working with parents and children in the context of family violence, including effective risk assessment and safety planning.
	3. Demonstrated experience in working in a strengths based framework that empowers families, maximises their choices and recognises their contributions and expertise.
	4. Demonstrated experience in working effectively with a broad range of families, including but not limited to Aboriginal families, families from various culturally and linguistically diverse backgrounds, families living with a disability, kinship carers and grandparents, and LGBTI families.
	5. Demonstrated experience with maintaining accurate case records, data and statistics.



## Key Selection Criteria (continued)

### b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the three nominated capability groups; **Personal Qualities**, **Relationship and Outcomes**, and **Leading People** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

#### Personal Qualities



##### Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

##### Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

##### Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

#### Relationships and Outcomes



##### Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

##### Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

##### Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

#### Leading People



##### Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

##### Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

##### Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.

## 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: \_\_\_\_\_