

JOB DESCRIPTION

Family Dispute Resolution Practitioner

ABOUT UNITING

Our purpose: To inspire people, enliven communities and confront injustice.

Our values: As an organisation we are **Imaginative, Respectful, Compassionate and Bold.**

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

ABOUT THE ROLE

Role Purpose

This role is responsible for providing Family Dispute Resolution (mediation) for parenting and property matters within the Uniting Counselling and Mediation (UCM) service group. Family Dispute Resolution is defined in the Family Law Act 1975 (the Act). Family Dispute Resolution Practitioners must meet the accreditation standards in the Family Law (Family Dispute Resolution Practitioners) Regulations 2008 (Regulations).

ROLE KEY ACCOUNTABILITIES

You will be an integral member of the FDR team in the UCM group through the following:

- Maintain a high standard of conduct and work performance based on Uniting's values to promote our reputation with key internal and external stakeholders
- Ensure integration and collaboration across Uniting programs to deliver seamless and impactful end to end services with the client at the centre
- Actively engage and participate in the performance management framework and review processes at Uniting
- Act in a manner which upholds and positively reflects the Uniting Code of Conduct and ethical behaviour

- Uphold Uniting's commitment as a Child Safe Organisation, by generating a culture that places child safety at the centre of practice and decision making and embedding policies outlined in the Uniting Child Safe Framework through a child focused lens
- Contribute to a culture of openness, feedback, and productivity.
- Take care of the safety of yourself and others at all times and undertake work in a safe manner in accordance with policies, procedures and instructions (written or verbal) and in adherence to WHS policies and procedures.
- Actively contributes to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender, and age.

As the Family Dispute Resolution Practitioner, your role specifically will include:

Responsibilities in direct client service:

- Conduct in-person or online parenting and property assessment interviews.
- Ensure client safety through appropriate risk screening, risk assessment, and safety planning.
- Where appropriate, provide client referrals and information about relevant support services including DV, counselling and legal services (both internal and external).
- Undertake ongoing assessment of suitability for parenting and property FDR in accordance with legislative requirements.
- Assist clients to negotiate property settlement and parenting agreements by conducting in-person or online mediations.
- Deliver efficient and effective online digital services using computer programs proficiently and safely in accordance with Uniting policies and procedures
- Record written parenting and property FDR agreements including drafting parenting plans.
- Assess suitability for hybrid models of practice (including child inclusive, developmentally assisted, therapeutically assisted, or legally assisted models) and make internal referrals where appropriate.
- Ensure the needs of culturally and linguistically diverse and Aboriginal and Torres Strait Islander communities are met.
- Maintain client confidentiality pursuant to legislation and Uniting policy and procedure.

Responsibilities as part of the FDR team:

- Invest in your professional development by actively participating in regular individual clinical supervision and Continuous Conversations with the Coordinator and Centre Manager.
- Actively participate and assist in facilitating group supervision, team meetings, staff training, and professional development programs.
- Participate in an annual appraisal and ongoing case audit process and show initiative to implement feedback to ensure high work standards are maintained.
- Where appropriate, collaborate with colleagues to use hybrid models of practice (including child inclusive, developmentally assisted, therapeutically assisted, and legally assisted models).
- Establish and maintain community networks and referral pathways in collaboration with of the Centre Manager, particularly with the legal profession and the family law courts.
- Assist with clinical supervision and training of FDR students and less experienced FDR practitioners, under the direction and guidance of the Centre Manager and Coordinator.
- Complete case record and data entry procedures as required by Uniting.
- Maintain a knowledge of, and commitment to adhere to, the policies and procedures of Uniting.

ABOUT YOU IN THE ROLE

As a staff member of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation, or gender identity.

Your directorate: Communities
You'll report to: Centre Manager

YOUR KEY CAPABILITIES

Individual leadership

- **Improving performance** - Works with others and offers suggestions to find ways of doing the job more effectively.
- **Owning the job** - Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
- **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
- **Timeliness of work** - Sets achievable timeframes and works to complete projects, tasks, and duties on time.

Business Acumen

- **Organisational Operation** - Displays awareness of Uniting's business objectives and understands how personal objectives relate to those objectives.
 - **Organisational Objectives** - Has broad awareness of Uniting's vision and values and how they apply to issues in the team.
 - **Develops and Grows the Business** - Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals.
 - **Makes Sound Decisions** - Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.
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QUALIFICATIONS & EXPERIENCE

Qualifications:

Accreditation as a Family Dispute Resolution Practitioner with the Attorney General's Department (or eligibility for accreditation).

Experience:

You will have excellent written and verbal communication skills, be organised, thorough and disciplined. You will be committed to continuous improvement, willing to embrace new ways of thinking, and self-motivated to take on clinical feedback from your Coordinator. It is expected that you will be enthusiastic to work collaboratively across programs, and within the FDR team, to use hybrid models of practice and to contribute to the Uniting culture of innovation.

- Knowledge and understanding of the issues impacting children and families during and following separation, including an understanding of family law legislation.
- An understanding of the process and purpose of child-inclusive practice in FDR.

- Knowledge and understanding of community services, especially those relating to families experiencing relationship difficulties, and the ability to maintain and develop community networks.
- Highly developed skills in screening for and assessing cases involving family violence, and assisting families experiencing high conflict and complex issues.
- Ability to work collaboratively as part of a multi-disciplinary team as well as the ability to work independently.
- Computer literacy (FDRP's must be proficient using Microsoft Applications including OneDrive, Word, Excel, Outlook, SharePoint, and Teams).
- An understanding of basic navigation of electronic file management systems, and the ability to use internal software to accurately enter timesheets and leave applications.

Even better:

- Tertiary qualification in law, psychology, or social work.
- Experience working in a related field (e.g. counselling, social work, or child protection)

Other:

- Current National Police Check
- Current Working with Children Check
- Vaccination status in accordance with the Uniting COVID 19 Vaccination Policy

Employee Name:	Insert employee name	Manager's Name:	Insert manager's name
		Title	Insert manager's title
Date:	Insert date	Date:	Insert date
Signature:		Signature:	