

PARENT RESOURCE COORDINATOR POSITION DESCRIPTION

PARENTZONE

EASTERN REGION

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	Parent Resource Coordinator
Program	ParentZone Eastern
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	22.8 hours per week
Duration	Fixed Term
Fixed term end date	January 13 th 2021
Location	Eastern Region based at Bayswater Travel to group programs within the Eastern Region required
Reporting Relationship	This position reports directly to the Team Leader, ParentZone Eastern
Effective date	January 2020

Overview of program

ParentZone Eastern is a Regional Parenting Service available to parents, carers and professionals working with children and families in the Eastern Metropolitan Region of Melbourne. The program provides a variety of parenting group programs, phone consultation and support, a quarterly newsletter and a resource library. ParentZone also offers resources, training and consultancy for professionals working with parents.

The program focus is to provide child centred, adult focused services and activities in order to build capacity and resilience with families and communities. While the program works to effect outcomes for those most vulnerable, service provision predominately occurs from universal platforms.

Position Objectives

1.	Deliver high quality programs that strengthen positive parent/child interactions and relationships.
2.	Enhance parental skills and knowledge through the delivery of parent education in locations across the Eastern Metropolitan Region
3.	Promote the participation of families within their communities
4.	Provide resources to parents and professionals
5.	Provide training and consultancy to professionals working with parents
6.	Support the Strengthening Parent Support Coordinator to provide a parent support network for parents with a child with a disability or developmental delay.

Key responsibilities

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


1.	To undertake strengths based assessment of local needs and participate in the development and implementation of effective responses in relation to parent education through the planning, implementation and evaluation of parent education groups in line with service agreements.
2.	To collect data, prepare reports and complete other administrative requirements regarding the operations of the program as required.
3.	Promote and represent Anglicare Victoria within the community to encourage networking and sharing of resources, develop referral mechanisms with other organisations and increase community awareness of family friendly resources and support services.
4.	To convene networks, where relevant, to provide planning, access to professional development and networking opportunities to professionals.
5.	Attend staff meetings, team meetings, regional meetings and staff development training, as well as participate in regular supervision and an annual performance review.
6.	To participate in the collection, collation and dissemination of information for the quarterly Parentzone newsletter
7.	To perform other duties as required by the ParentZone Team Leader

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; or associate diploma level with substantial experience in the relevant service stream, or less formal qualifications with specialised skills sufficient to perform at this level.
	2. Experience and knowledge in group facilitation, including adult learning principles.
	3. Experience in Microsoft Word and Outlook programs, along with excellent oral and written communication skills, including confidence in providing information sessions to a large audience.
	4. A thorough understanding of child and adolescent physical, emotional and social development and be able to apply individual and systemic theories that underpin work with parents and children in a child-centred, family focused and strength based framework.
	5. Ability to establish working relationships with all key stakeholders that demonstrate respect and honest communication, particularly in relation to building partnerships and collaboration.

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 two capability groups; **Personal Qualities and Relationship and Outcomes** (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: _____