

PARENT RESOURCE PROJECT WORKER POSITION DESCRIPTION

SOUTHERN 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	Community Development Project Worker
Program	ParentZone
Classification	SCHADS Award Level 3 (Community Development) (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	19 hours
Duration	Fixed Term
Fixed term end	30 th June 2020
Location	Southern Metropolitan Region,
Reporting Relationship	This position reports directly to the ParentZone Team Leader
Effective date	June 2019

Overview of program

ParentZone seeks to strengthen the ability of vulnerable families to meet the development needs of their children, their own independence and well-being. ParentZone also works collaboratively with a diverse population of professionals who support families. ParentZone strives to develop high quality programs and to promote the active relationship of families within their community.

This current position is funded through Communities for Children (CFC) Frankston, as is a Federal government initiative funded through the Department of Social Services (DSS), Families and Children. Anglicare Victoria as Facilitating Partner for Frankston CFC, subcontracts a range of Community Partners and brings together community-based family, parenting, adult and children's services for the achievement of the Family Support agenda. The intention is to join up a series of key policy and service delivery approaches that have been developed over time to address specific family and/or social issues.

The role of the Community Development Project Worker is primarily to conduct Beyond the Violence Training for professionals and Beyond the Violence programs with survivors and their children post violence.

ParentZone works in collaboration with the broader service sector and the community to explore opportunities for localised responses to identified community needs. The Worker will be directed by the ParentZone Team Leader.

Position Objectives

1.	Build the capability and resilience of families and children within their communities, with a focus on Best Interests of Children.
2.	Build the capacity of Community Professionals, Business and Community Groups to respond to local issues, leading to improved outcomes for children and families. Including developing partnerships with local services providers training professionals in co-facilitation, building referral pathways and facilitating group sessions.
3.	Initiate and develop projects, primarily Beyond the Violence, to respond to vulnerable families and children within their communities.
4.	Collect and report on data, maintain training and group files, input data as applicable. Contributing to the ongoing evaluation of the program/s.
5.	Continue the development of existing projects identified through the Community Strategic Plan.

Key responsibilities

The Community Development Project Worker will support the development of small projects under the guidance of, and in consultation with, the Project Coordinator, Cardinia Communities for Children. This will include project design, budgeting, implementation, feedback and evaluation to meet Project Brief outcomes and the objectives of the Community Strategic Plan.

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


1.	Use inclusive practices, to assist the development and maintenance of collaborative relationships with and between children, families, community members, business, community groups and existing service providers and networks across the service area.
2.	Develop project plan and account for achievement of milestones reached, ensuring records and files for the Activity are maintained.
3.	Promote, deliver and report against the identified training packages.
4.	Participate in the evaluation of the CfC Activities undertaken.
5.	Participate in regular supervision and team meetings.
6.	Demonstrate an understanding of and empathy with Anglicare Victoria's mission and values.

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. Relevant tertiary qualification in social work, community development, early childhood or related discipline. Experience specifically with Beyond the Violence.
	2. Ability to manage projects effectively with sound written, verbal and analytical skills
	3. Undertaken CRAF training, understanding of the effects of trauma on children and families, and have sound understanding of adult learning principles, group processes and facilitation skills.
	4. Experience working in a child-centred, family focused and strength based framework.
	5. Computer knowledge and skills with the ability to operate a variety of software applications (preferable word, excel and PowerPoint)

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.

<p>Personal Qualities </p> <p>Displays Resilience</p> <p>Thrives in a changing environment. Handles ambiguity.</p> <p>Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.</p> <p>Has a learning mindset</p> <p>Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.</p> <p>Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.</p> <p>Shows cultural awareness</p> <p>Respects difference in all its forms.</p> <p>Values diversity as a strength and positively utilises diversity.</p>	<p>Relationships and Outcomes </p> <p>Puts clients first</p> <p>Acts to make a real difference in their work.</p> <p>Is passionate about providing exceptional service to clients, customers and end-users.</p> <p>Works collaboratively</p> <p>Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.</p> <p>Demonstrates technical and professional acumen</p> <p>Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.</p>	<p>Leading People </p> <p>Manages, coaches and develops people</p> <p>Engages, motivates employees and volunteers to develop their capability and potential.</p> <p>Inspires direction and purpose</p> <p>Creates a positive and engaged team environment.</p> <p>Communicates goals, priorities and vision and recognise achievements.</p> <p>Leads change</p> <p>Leads, supports, promotes and champions change, and assist others to engage with change.</p>
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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:
