

# Position Description

<b>Title</b>	Case Worker – Parenting Assessment and Skills Development Service (PASDS)
<b>Business unit</b>	Children, Youth and Families
<b>Location</b>	185 Mount Dandenong Road, Croydon
<b>Employment type</b>	Part time (60.8 hours per fortnight)   Ongoing
<b>Reports to</b>	Team Leader Starting Out & PASDS

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We have been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We are there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We are proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

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

**Our values:** We are imaginative, respectful, compassionate and bold

## 1. Position purpose

The Parenting Assessment and Skills Development Program (PASDS) conducts intensive outreach to families with children under the age of 2 (or 3 if a sibling is under 2) who are involved with Child Protection to provide a comprehensive parenting assessment and deliver skills development.

The key objective is to provide comprehensive assessments of parenting capacity and deliver intensive skill development interventions to families involved with Child Protection, targeted at meeting the developmental needs of vulnerable infants under the age of three years whilst in their care. The assessment and skills development purpose is to support the parents with the care of their infants to ensure the family unit is preserved or reunification case planning can occur.

## 2. Scope

**Budget:** nil

**People:** nil

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## 3. Relationships

### Internal

- Team Leader
- Manager – Child and Family Services Outer East
- Senior Manager – Child, Youth and Families East
- Other staff members

### External

- Department of Families Fairness and Housing (DFFH)
  - Child Protection
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## 4. Key responsibility areas

### Service delivery

- Engage with and provide an intensive outreach service to families who are referred from Child Protection
- Participate in PASDS / Family Services programs operations and contribute to the ongoing development of the team approach
- Undertake comprehensive in-home assessments using appropriate assessment tools, including the Northern Carolina Family Assessment Scale
- Develop interventions that are tailored to the family's current level of skill, concerns outlined by Child Protection and that consider their individual learning styles and capacity to make changes
- Provide analysis of the child's safety and wellbeing in the care of their family including an analysis of family functioning, capacity to parent and to make and maintain changes
- Provide a range of high-quality written reports for the Department of Families Fairness and Housing (Child Protection) and for the courts as required within specified timeframes
- Work respectfully with families with reference to social, political, familial, and cultural restraints that impact on their parenting and family life
- Liaise with other service providers and consultants and work collaboratively with the broader child and family welfare sector
- Undertake administrative and data collection responsibilities
- Participate in meetings relating to the management and development of the Family Services and PASDS programs
- Provide support to other team members
- Be accountable through supervision with the direct line manager
- Ensure that staff practice adheres to DFFH policies and standards
- Maintain an individual case load and high standard of case file management including case notes and assessment documents within required timeframes
- Other projects and duties, as required

### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us
- Ensure appropriate use of resources
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace
- Identify opportunities to integrate and work collaboratively across teams
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required)

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- Promote a positive safety culture by contributing to health and safety consultation and communication
  - Promptly respond to and report health and safety hazards, incidents and near misses to line management
  - Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position
  - Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people
  - Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
    - Based on a relationship with a current member of Uniting's workforce
    - Based on my ongoing work with another organisation
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## 5. Person specification

### Qualifications

- Relevant tertiary qualification in Social Work, Psychology, Child Development/ Community Welfare, or other equivalent

### Experience

- Excellent knowledge of a range of theoretical approaches relevant to working with infants, children, young people and families, including but not limited to attachment theory, trauma informed practice and infant mental health and child development
- Excellent report writing skills
- Excellent understanding of the legislative requirements of the Children, Youth and Families Act as it affects family services particularly the "Best Interests" framework, information sharing provisions and the child protection system.
- Extensive knowledge and understanding of reflective practice and use within daily practice
- Extensive experience working with family units, infants, children, adolescents and parents, and understanding of the impacts of mental health, drug and alcohol, family violence, out of home care, child protection and child development on parenting.
- Demonstrated extensive experience in risk assessment of families, infants, children and adolescents
- Demonstrated extensive experience in undertaking assessments of parenting capacity and sound understanding of adolescent, child and infant developmental needs
- Capacity and experience in planning and implementing appropriate interventions in relation to the development of parenting capacity and family functioning
- Ability to actively engage with families during the process of assessment and short term intervention.
- Demonstrated ability to liaise and negotiate with DFFH Child Protection in relation to addressing protective concerns for children
- Proven capacity to liaise appropriately with consultants and other professionals.
- Experience in building networking opportunities and representing organisational values in the community and professional settings.
- Experience in providing support and mentoring other workers, including supervising students.

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Child safety:** demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect
- **Analytical skills:** demonstrated analytical skills with the ability to make assessments and recommendations objectively and accurately using a strength based approach
- **Negotiation skills:** highly developed negotiation skills and ability to liaise with DFFH Child Protection in relation to addressing protective concerns for children
- **Problem solving skills:** demonstrated creative and innovative approach to problem solving
- **Computer skills:** proficient with computer applications, typing and databases

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- **Report writing:** highly developed report writing and time management skills with a demonstrated ability to complete case notes and reports in a professional and timely manner
- **Interpersonal focus:** strong interest in people, respect for others, and the ability to suspend judgement
- **Cooperative:** demonstrates team behaviours striving for co-operative and professional relationships
- **Conscientious:** responsible, dependable, organised and persistent
- **Open to experience:** high level self-awareness with the ability to admit mistakes as an opportunity for reflection, learning and development
- **Communication:** open, honest, articulate and flexible approach to communication – written and verbal, and the ability to actively listen
- **Professionalism:** professional, confident, focused, clear about purpose and able to set appropriate personal boundaries
- **Industry knowledge:** demonstrated knowledge of practices to engage and assure the cultural safety of clients from a diverse range of backgrounds, including those from an Aboriginal, Torres Strait Islander or CALD background, or the LGBTIQ+ community

#### Other requirements

- Ability to work flexible hours – Work hours are 9-5:06, but this role will require some flexibility to provide outreach appointments between 8am and 7pm at times to meet the needs of clients
- Legal eligibility to work in Australia
- Current Victorian Driver's Licence
- A satisfactory national police records check is a condition of this position and is repeated every three years and International police check if required
- Current working with Children Check (Victoria)
- Compliance and understanding/familiarity with organisational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health and Safety)

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## 6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking. It is a condition of employment that all eligible workforce receive the COVID-19 vaccination and supporting evidence may be requested in order to perform duties at any of Uniting's workplaces.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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