



## Employee Position Description

Position Details				
<b>Position Title:</b> Integrated Family Services Care Worker – Family Violence Case Worker	<b>Department:</b> Integrated Family Services,	<b>Agreement:</b> SCHAADS (Social community, home Care and Disability Services)		
<b>Reports To:</b> Manager IFS	<b>Location:</b> Camcare Ashburton & Camberwell			
<b>Direct Reports:</b> NA	<b>Employment Status:</b> Permanent	<b>Classification:</b> SACS Employee Level 5 (Social Worker Class 2)		
Position Primary Purpose				
<ul style="list-style-type: none"> <li>Promote the safety, stability and development of vulnerable children, young people and their families, and to build capacity and resilience for children, families and communities.</li> <li>Support better outcomes for children and their families by improving access to services and ensure stronger collaborative relationships are developed between services working with families experiencing family violence.</li> </ul>				
Decision Making Authority	Key Relationships			
<b>Decisions made independent of Manager</b> <ul style="list-style-type: none"> <li>Provide case planning, management and support to families referred to the IFS program who have been impacted by family violence</li> </ul>	<b>Internal</b> <ul style="list-style-type: none"> <li>IFS team, Community Portfolio and Access HC</li> <li>Supervision with Manager IFS and/or Senior Manager Camcare</li> </ul> <b>External</b> <ul style="list-style-type: none"> <li>Consultation where necessary with Community Based Senior Child Protection Practitioners (CBSCPP).</li> <li>Consultation to the Inner East Integrated Family Services Alliance who are managing complex family violence issues.</li> <li>Liaison with the Inner East Integrated Family Services Alliance in</li> </ul>			
<i>This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.</i>				
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	<p>support of a productive partnership model.</p> <ul style="list-style-type: none"> <li>• Liaison with agencies involved with families, especially Child Protection, Education providers and the Inner East Integrated Family Services partners</li> </ul>
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Key Accountabilities	
Focus Areas	Responsibilities
<b>Direct Client Work</b>	<ul style="list-style-type: none"> <li>• Provide direct case work, management of family violence referrals and direct consultation with a range of services as directed.</li> <li>• Work with families who have been impacted by Family Violence</li> <li>• Work within a Child-focused, Family-centred approach to service delivery;</li> <li>• Utilize a full range of outreach strategies in order to engage with families who may be reluctant to use the service;</li> <li>• Provide an outreach/in-home and agency based service as required;</li> <li>• Work with families to strengthen parent capability to provide basic care, ensure safety and promote their child's development</li> <li>• Establish a working relationship with families that demonstrates respect and honest communication, particularly about protective concerns and consequences;</li> <li>• Negotiate realistic and achievable Child and Family Action Plans, in consultation with all family members ensuring active participation in decision making; and the inclusion of other relevant parties, which will be reviewed during the intervention period.</li> <li>• Participate in the development and delivery of group work for children and or parents</li> </ul>
<b>Case Management</b>	<ul style="list-style-type: none"> <li>• Accept referrals and provide direct service to families experiencing family violence issues.</li> <li>• Undertake comprehensive strengths-based needs assessment of client families, with a particular focus on risk</li> </ul>

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Key Accountabilities	
Focus Areas	Responsibilities
	<p>assessment for high need cases; incorporate both the individual and systemic perspectives;</p> <ul style="list-style-type: none"> <li>• Undertake case management responsibilities, where appropriate;</li> <li>• Consult where necessary with DHHS Community Based Senior Child Protection Practitioners (CBSCPP).</li> <li>• Work together with families to improve community connections and access to community resources</li> <li>• Ensure familiarity with a range of recognized, relevant therapeutic approaches and strategies, relevant to working with families</li> <li>• Liaison with the Department of Human Services Child Protection, the Inner East Integrated Family Services Alliance and local agencies as directed by Team Leader.</li> </ul>
<b>File Management</b>	<ul style="list-style-type: none"> <li>• Ensure that program requirements regarding case records, statistics and other data collection requirements are fulfilled.</li> </ul>
<b>Organisational Practice</b>	<ul style="list-style-type: none"> <li>• Actively participate in regular supervision and reflective practice with team leader</li> <li>• Provide consultation to the Integrated Family Services team and Inner East Alliance Partners who are managing complex family violence issues.</li> <li>• Attend staff meetings, team meetings and staff training.</li> <li>• Participate in a learning culture, to ensure acquisition of new techniques and strategies that add to the service's repertoire of knowledge and skills.</li> <li>• Contribute to the Family Violence Networks in the Eastern Region</li> <li>• Participate in community networks.</li> </ul>
<b>AccessHC Values</b>	<ul style="list-style-type: none"> <li>• Through actions and behaviour, demonstrate AccessHC Values of; <b>Equity, Collaboration, Integrity, Accountability, Innovation</b> and <b>Excellence</b>.</li> </ul>
<b>Governance and Compliance</b>	<ul style="list-style-type: none"> <li>• Act in accordance with AccessHC's policies, procedures and code of conduct.</li> </ul>

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<b>Key Accountabilities</b>	
<b>Focus Areas</b>	<b>Responsibilities</b>
	<ul style="list-style-type: none"> <li>• Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position.</li> <li>• Participate in mandatory training requirements to support the delivery of a safe and effective service.</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>• Act in accordance with health and safety policies and procedures at all times.</li> <li>• All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.</li> </ul>

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## Selection Criteria

### Standard selection criteria items

- Police Check
- International Police Check (mandatory if lived/work os in past 10 yrs)
- Working With Children Check
- Driver's Licence

### Qualifications, registrations and experience

- Tertiary qualifications in Social Work, psychology or equivalent or related discipline
- Eligibility for AASW, ASP or an equivalent professional association
- Proficiency in Microsoft Office and relevant software applications

### Key skills and attributes

- Demonstrated skills in risk assessment and understanding of the Best Interests Case Practice framework.
- Demonstrated theoretical understanding and experience of individual and systemic casework practice.
- Sound understanding of the impacts of family violence.
- Sound understanding of the family violence service system
- Demonstrated knowledge of family violence including context, principles, philosophies, policies, regulations and legislations.
- Experience in working with families who have or are currently experiencing family violence
- Experience in developing professionals networks and partnerships would be an advantage.
- Demonstrated capacity to communicate effectively with diverse stakeholders.
- Experience in working with families in crisis, including a capacity to practice active engagement.
- Ability to think broadly in relation to child and family action planning, at the same time focusing on specific issues for resolution.
- Effective verbal and written communication skills.
- Experience in the community services sector, in particular in the child and family welfare system.
- Sound understanding and working knowledge of the Children, Youth and Families Act 2005 and the Child Wellbeing and Safety Act 2005 and other relevant legislation.
- Ability to work harmoniously with a team of paid professionals and volunteers.

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	<p>Good organisational and time management skills, and ability to be self directed</p> <ul style="list-style-type: none"> <li>• Demonstrated ability to work in a team environment</li> <li>• Demonstrated behaviours consistent with AccessHC values</li> </ul>
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*AccessHC is a Child Safe Organisation.*

*AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.*

Authorisations	
<p><b>Employee Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b> / /</p>	<p><b>Manager Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b> / /</p>