



Employee Position Description

Position Details		
Position Title: Parenting Support Outreach Worker	Department: Community	Agreement: SACS
Reports To: Senior Manager Camcare	Location: Ashburton	
Direct Reports: N/a	Employment Status: Permanent Part Time	Classification: SW Class 3 Level 4 Year 1
Position Primary Purpose		
<p>The position of Parenting Support Outreach Worker is a key role that provides an early intervention response to first time and new mothers assessed as vulnerable in their parenting, with a focus on but not limited to mothers experiencing or at risk of mental health challenges. The Parenting Support Outreach Worker role focusses on supporting mothers in their own environment so requires travel throughout the City of Boroondara.</p>		
Decision Making Authority	Key Relationships	
<p>Decisions made independent of Manager</p> <ul style="list-style-type: none"> • Case planning and goal setting with client • Intake and assessment and allocation decisions • File management • Time management 	<p>Internal</p> <ul style="list-style-type: none"> • Other Parenting Support Outreach Workers • Camcare Client Service Staff including volunteers and pro bono counsellors • Community Portfolio and broader Access HC organisation • Senior Manager Camcare <p>External</p> <ul style="list-style-type: none"> • Maternal and Child Health Nurses • Engagement and networking with other organisations to open referral pathways on behalf of client 	

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.

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Key Accountabilities	
Focus Areas	Responsibilities
Direct Client Work	<ul style="list-style-type: none"> • Provide an appropriate and responsive service to new mothers and their environment; • Deliver a flexible outreach response, which could include client engagement, risk assessment, counselling, parenting strategies, information, advocacy, referral, etc; • Ongoing monitoring of, and referral for, mother's and baby's needs, especially around mental health • Meet with partners (if available) to assess mental health, relationship issues, give new parenting info, advocacy for Mum if needed, and referral out for support if needed; • Provide group facilitation when required; • Work within the parameters of the appropriate organisational guidelines and policies around the provision of outreach parenting support; • Work in a client centred, child focussed, goal oriented way; • Ensure client feedback and evaluation strategies are implemented;
File Management	<ul style="list-style-type: none"> • Ensure appropriate data collection through IRIS or other relevant system; • Ensure files are kept up to date with the appropriate consent, goal sheets, reviews, file notes and other key documentation appropriately completed and attached to file;
Organisational Practice	<ul style="list-style-type: none"> • Contribute to continuous improvement and relevant quality assurance mechanisms; • Attend and contribute to agency meetings/ training/supervision as required; • Contribute to the development of and comply with relevant policies, practice and procedures to facilitate a professional parenting support outreach program; • Engage in networking and program promotion activities to ensure client target numbers are met • Effectively represent Camcare / AccessHC in relevant service networks and establish collaboration with key services to enhance the agency's service capacity; • Recruit and supervise volunteers and students to support appropriate program activities; • Perform other duties as directed by manager.
AccessHC Values	<ul style="list-style-type: none"> • Through actions and behaviour, demonstrate AccessHC Values of; Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC's policies, procedures and code of conduct. • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. • Participate in mandatory training requirements to support the delivery of a safe and effective service.

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Key Accountabilities	
Focus Areas	Responsibilities
Workplace Health and Safety	<ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times. • 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.

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Selection Criteria	
<p>Standard selection criteria items</p> <ul style="list-style-type: none"> • Police Check • Working With Children Check • Professional Registration with appropriate association • Driver's Licence <p>Qualifications, registrations and experience</p> <ul style="list-style-type: none"> • Tertiary qualifications in Social Work, Nursing, Early Childhood, Psychology or related discipline • Minimum of 2 years' experience in delivering a casework or counselling practice in an outreach way • Minimum of 2 years' experience working with clients in the areas of mental health, child and baby development and parenting (especially of babies and infants) • Proficiency in Microsoft Office and relevant software applications 	<p>Key skills and attributes</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills • Demonstrated ability to relate to people from a diverse range of social, cultural and ethnics backgrounds • Commitment to continuous quality improvement and health promotion principles • Understanding of Early Childhood Development and experience in the provision of parenting education • Experience in working with families in crisis, including a capacity to practice active engagement • Demonstrated skills in risk assessment • Effective time management and prioritisation skills • Well-developed presentation and report writing skills • High level of cultural sensitivity and awareness • Demonstrated ability to work in a team environment • Demonstrated behaviours consistent with AccessHC values • Demonstrated knowledge, experience and skills in the provision of counselling and casework services; • Capacity to develop and provide innovative services to new mothers • Flexibility to work both as part of a team and individually as required; • Strong networking and liaison skills; • Understanding of working within a community agency, including sensitivity to the needs of disadvantaged or marginalized members of the community; • Excellent computer literacy skills. • Ability to be self-directed
<p><i>AccessHC is a Child Safe Organisation.</i></p> <p><i>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.</i></p>	

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Authorisations	
Employee Name: Signature: _____ Date: / /	Manager Name: Signature: _____ Date: / /

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