



## POSITION DESCRIPTION

<b>Title:</b>	<b>Family Worker</b>
<b>Division:</b>	Child and Family Services
<b>Duration:</b>	Ongoing
<b>Position status:</b>	Full time
<b>Reports to:</b>	Team Leader – Family Services Casework
<b>Date:</b>	January 2012

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### INTRODUCTION

Bethany's mission is to **support and strengthen communities**. We work to build better family relationships, support parents caring for children, assist people who are homeless or at risk and those affected by family violence, crime and problem gambling. We have a focus on supporting and strengthening disadvantaged communities.

Bethany is a dynamic not for profit and non denominational organisation that was originally established in 1868 and has responded to the changing needs of the community ever since. The organisation is governed by a Board of Management, has an annual operating budget of \$8 million and employs around 120 staff. 95% of the Bethany's income is provided by state and federal governments with the remainder generated from community and philanthropic sources.

Bethany fulfils its mission by the provision of a broad range of prevention, intervention, support and educational services to individuals, children, young people and families based on contemporary research, international best practice and professional standards. Services are designed to build upon individual's and community strengths to achieve both personal and social change.

Services are provided to a population of over 230,000 people in the Geelong and surrounding districts through our main office in North Geelong and other service sites in the Barwon region.

### OUR VALUES

- **Openness**

We interact with people in a transparent, honest and respectful manner.

- **Social Justice**

We believe in every person being actively involved in decisions which affect them and their lives.

- **Innovation**

We are committed to creatively and proactively responding to community needs.

- **Collaboration**

We engage in collaborative partnerships and relationships that strengthen community.

- **Wellbeing of staff**

We will be responsible for a professional and supportive environment in which staff can achieve their full potential.

- **Accountability**

We will be accountable for all aspects of the organisation.

## **POSITION ROLE AND ORGANISATIONAL RELATIONSHIPS**

The Family Worker is located within the Child & Family Services Division and reports directly to the Team Leader – Family Services Casework.

## **FAMILY SERVICES CASEWORK**

This program comprises casework, assertive outreach services, counseling, case management and case coordination using a range of interventions including co-ordinated interventions, home-visiting, office based support, volunteer support and group work interventions.

## **KEY RESPONSIBILITIES**

- Undertake direct work with families including parents or children with disabilities using casework, counselling, case management and case co-ordination both within the office, the community and in the family's homes. This may include crisis response and long term or short term work as the need requires.
- Liaise with other relevant professionals to ensure effective case co-ordination and collaborate closely with a co-located Department of Human Services Community Child Protection Worker.
- In collaboration with families establish family assessments, safety plans, goals and interventions to ensure the safety and wellbeing of children and empower families.
- Work collaboratively with volunteers toward achieving family goals and provide case specific supervision to the volunteers.
- Implement and monitor agency policies and procedures and service standards.
- Maintain accurate client records in line with Agency standards and procedures, and collect complete and accurate data as required by the Agency, Department of Human Services and external evaluators.
- Design, implement and facilitate group work programs for service users.
- Actively participate in regular formal supervision with the Casework Team Leader of the Innovations Casework program.
- Actively participate in the supervision of students in the program as required.
- Support and participate in the Agency's continuous quality improvement process.
- Actively participate in team and Agency meetings.
- Other duties as required.

## **KEY SELECTION CRITERIA**

### ***Qualifications***

1. A relevant tertiary qualification in social work, psychology and/or related behavioural sciences and eligibility for membership of a professional association.

### ***Knowledge and Skills***

2. Experience working with families within a casework/counselling/case management context utilising a variety of intervention skills.
3. Extensive experience in engaging vulnerable families through strategies of assertive outreach.
4. A high level of knowledge and understanding of the principles and practice of case management.
5. An understanding of the issues related to families at risk and child protection concerns.
6. A commitment to the strengths/competency approach to working with families.
7. Experience in the design and development of groups.

8. Have a background and experience in at least one of the following areas;
  - Mental health
  - Drug and alcohol counselling
  - Child development
  - Community development
  - Child protection
  - Disability Services
9. High level of interpersonal and communication skills, both oral and written to work with high and complex needs clients.
10. Ability to work under pressure and meet deadlines.
11. Demonstrated capacity for innovation and flexibility and ability to assess and implement successful solutions.
12. High level organisational skills.

**Other**

13. Computer literate with a knowledge of a range of IT programs.
14. A current full Victorian Driver's Licence.

**REPORTING & ACCOUNTABILITY**

The worker will deliver the service in accordance with the terms of the Bethany Community Support submission and the requirements of the Department of Human Services and in accord with the policies and code of ethics of Bethany Community Support.

**SALARY & CONDITIONS**

This position is currently funded under contract with the Department of Human Services.

The position is based on the Enterprise Agreement 2008, Class 2 (Salary range \$51,120 to \$54,269 per annum) dependent on qualifications and experience. The package also includes salary sacrifice as per government legislation. Other employment conditions are as per Bethany Community Support's Enterprise Agreement (2008).

Appointment to this position is subject to a successful police record check and Working with Children check. A three month probationary period will commence upon appointment and a review will be conducted during this period.

**FURTHER INFORMATION:**

Contact: Lyrae Love  
Manager – Kinship Care and Family Services  
Phone: (03) 5278 8122

**APPLICATIONS FORWARDED TO:**

Applications must address the key selection criteria and include the names and current contacts of three referees, including current employer.

Lyrae Love  
Manager – Kinship Care and Family Services  
Bethany Community Support  
16 Ballarat Road  
Hamlyn Heights VIC 3215

Or

Email: [llove@bethany.org.au](mailto:llove@bethany.org.au)

**APPLICATIONS CLOSE: 5.00p.m. Wednesday 8<sup>th</sup> February 2012**

**The successful applicant will be required to provide a current police check and have or register for a working with children check.**