

Position Description

DETAILS

Position Title	Family Worker
Directorate / Service / Program	Family Services
Reports to	Team Leader – Family Services
Location	Geelong West
Classification	Social, Community, Home Care and Disability Services Industry Award Level 5
Date Revised	January 2023

ABOUT US

Bethany Group and Barwon Child, Youth & Family (BCYF), are two of Geelong’s oldest and well-regarded community support and early childhood education providers in the Barwon and Southwest regions in Victoria.

In March 2022, BCYF and Bethany Group (Bethany Community Support Inc. and Bethany Kindergarten Services Ltd.) agreed to a merger of the two organisations into a single legal entity known as BCYF – Bethany Limited. This decision followed a 12-month exploration and due diligence project and is seen as a collaborative merger of two equal partners with common objectives. The merger completion date, that is the transition to a new entity, is planned to be on 31 March 2023.

After extensive consultation and collaboration with our existing workforce and key stakeholders, the Purpose, Vision and Values for the new organisation have been developed. These will set the foundation for the formation of our new combined entity:

Our Purpose: Supporting people, strengthening communities.

Our Vision: A fair, safe and inclusive community where everyone can thrive.

Our Values: Build Connection, Show Courage, Inspire Action, Celebrate Difference, Be Dynamic.

INCLUSION STATEMENT

BCYF – Bethany Limited are committed to being a place where everyone has a sense of belonging.

We embrace the unique perspectives and experience of our people and our community, and their voice is at the heart of our values and decision making.

We aim to be courageous as we learn, grow, and evolve as an accessible, inclusive and safe organisation for people of all identities.

We are working to create a team of people who reflect the diverse community we support. Aboriginal and Torres Strait Islander, LGBTQIA+, culturally diverse people, those living with a disability, and those looking to return to the workforce following a break in their career, are encouraged to apply for our roles.

CHILD SAFETY STATEMENT

BCYF – Bethany Limited are committed to child safety in every aspect of the organisations. We take deliberate steps to protect children from physical, sexual, emotional, and psychological abuse and neglect. Our organisation fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns.

We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children and young people. This includes providing a safe environment for children and young people with a disability, who are Aboriginal and Torres Strait Islander, from culturally and/or linguistically diverse backgrounds or who identify as LGBTI+.

BCYF – Bethany Limited policies and practices promote the safety and wellbeing of children and establish an effective, consistent approach to prevent, respond to and encourage the reporting of allegations of child abuse and harm.

All children, their families and carers should feel welcome at BCYF – Bethany Limited, including feeling able to express their identity and raise concerns about their own or others' safety.

POSITION OVERVIEW

This program comprises case work, assertive outreach services and case management using a range of interventions including coordinated interventions, home-visiting, office-based support and group work interventions.

KEY ACCOUNTABILITIES

Duties of this position may include, but are not limited to the following:

- Undertake direct work with families using casework, case management and case co-ordination both within the office, the community and in the family's homes
- In collaboration with families, establish quality family assessments, safety plans, goals and interventions to ensure the safety and wellbeing of children and empower families towards positive change
- Work collaboratively with other programs and other relevant professionals, including where necessary Child Protection, to ensure effective service user outcomes
- Implement and abide by agency policies, procedures and service standards
- Maintain accurate and quality service user records in line with Agency standards and procedures and collect complete and accurate data as required by the Agency, Department of Families, Fairness and Housing and external evaluators
- Implement and facilitate group work programs for service users as required
- Actively participate in regular formal supervision with the Team Leader and team and Agency meetings
- Actively participate in the supervision of students in the program as required
- Make recommendations to participate in the Agency's continuous quality improvement process and effectively resolve problems or issues, by using judgment that is consistent with BCYF – Bethany Limited standards, practices, policies, procedures, regulation, industrial instruments or legislation
- Other reasonable duties as directed

Organisational Accountabilities:

- Apply BCYF – Bethany Limited quality and risk management frameworks
- Understand and comply with the standards of a child safe organisation in both practice and culture
- Active involvement in professional development to build knowledge and skills

- Make decisions following the values, and the relevant standards, practices, policies, procedures, regulations, industrial instruments and legislation.

QUALIFICATIONS, SKILLS AND EXPERIENCE

1. A relevant tertiary qualification in social work, psychology and/or related behavioural sciences and eligibility for membership of a professional association.
2. Experience working with families within a casework/case management context utilising a variety of intervention skills including experience in engaging vulnerable families through relational strategies of assertive outreach.
3. A high level of knowledge and understanding of the principles and practice of case management/case work and an understanding of the issues related to families at risk, child safety and wellbeing concerns with a commitment to the strengths based and solution focus work with families.
4. Ability to work under pressure and meet deadlines with a high level of organisational and time management skills with a demonstrated ability to work independently, use initiative and model resilience and demonstrated capacity for innovation, flexibility and ability to assess and implement successful solutions.

OTHER REQUIREMENTS OF THE ROLE

All employees must undergo and maintain a range of satisfactory checks as a condition of employment. These include:

- Working with Children Check
- National Police Check
- International Police Check (if required)
- Have the right to work in Australia

KEY STAKEHOLDERS

- Bethany Group Staff
- BCYF Staff
- Community-Based Child Protection
- Child Protection

PHYSICAL REQUIREMENTS & ENVIRONMENTAL CONDITIONS OF THE ROLE

BCYF – Bethany Limited are committed to creating inclusive spaces that are accessible for everyone by reducing and/or removing barriers through reasonable adjustments.

The following table shows the physical and psychological work environment characteristics that have been identified as part of this role. Where possible, BCYF – Bethany Limited will make reasonable adjustments to support individuals to succeed in their roles.

Required activities / working environment	Frequency
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	N/A
Working in buildings which may have stairs <i>(Reasonable adjustments can be made)</i>	Often
Driving, in & out of vehicles <i>(If driving is required, must hold current Victorian Driver Licence)</i>	Often
Bending, lifting, pushing, pulling	Often
Working alone or at a co-located site	Sometimes
Confrontational/confronting situations <i>(Due to the nature of our work, there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)</i>	Often
Working outside in differing weather conditions	Often
Working on call and/or after hours	N/A
Attending external locations including client homes	Often

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.

EMPLOYEE DECLARATION

I have read and understood this Position Description and in signing this document agree that I can fulfill all the requirements of the position described in this document. Additionally, I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:	Signature:	Date: