

## Position Description

### DETAILS

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| <b>Position Title</b>                  | <b>Senior Family Worker</b>  |
| <b>Directorate / Service / Program</b> | Family Services  |
| <b>Reports to</b>                      | Team Leader – Family Services  |
| <b>Location</b>                        | Geelong West   |
| <b>Classification</b>                  | Social, Community, Home Care and Disability Services<br>Industry Award Level 6 |
| <b>Date Revised</b>                    | March 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 position is responsible for providing high quality, holistic and effective direct work to families with highly complex needs, using case work, case management and case co-ordination in the community and in the family's homes. This may include immediate response and long-term or short-term work as the need requires.

## KEY ACCOUNTABILITIES

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

- Undertake comprehensive assessment of children in relation to need and risk applying the Best Interest Case Practice Model
- In collaboration with families, establish family action plans, safety plans, goals and interventions to ensure the safety, stability and development of children
- Expectation to provide professional leadership guidance and mentoring to other Family Workers in respect to practice knowledge and development
- Attend and actively participate in Team Meetings and Senior Worker Meetings with the expectation of undertaking a portfolio of work to support team leaders, staff development and team planning
- Ability to lead and support change at a program and operational level
- Capability to act up in the Team Leader role when the Team Leader is on leave
- Demonstrated highly developed interpersonal and communication skills
- Maintain accurate client records in line with agency standards and procedures and provide accurate data as required by the agency, Department of Families, Fairness and Health (DFFH) as well as external evaluators
- Liaise with other relevant professionals to ensure effective case co-ordination. Collaborate closely with DFFH Community Based Child Protection Worker to provide service response for children and families with highly complex issues and who may be difficult to engage
- Actively participate in regular formal supervision with the Team Leader of the Family Services program
- Ability to work autonomously and independently utilising personal initiative and modelling resilience
- Support and participate in the Agency's continuous quality improvement process
- Other duties as required.

### **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**

- A relevant tertiary qualification in social work, psychology or related behavioural sciences at degree level or diploma level
- Knowledge of relevant legislation and ensures compliance in work practices
- Proficient in the use of MS Office, databases and knowledge of a range of IT programs.
- Demonstrated experience in engaging highly complex and vulnerable families through assertive outreach strategies. Utilising innovative intervention skills including the Best Interest Case Practice model.
- Comprehensive understanding of family violence inclusive of information sharing legislation. Demonstrated ability to identify the principles underpinning the MARAM family violence risk assessment and risk management framework.

## **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.

**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.

| Required activities / working environment   | Frequency |
|---|-----------|
| <b>Computer based tasks, sedentary position, office based</b>   | Often     |
| <b>Repetitive manual tasks</b>  | N/A       |
| <b>Working in buildings which may have stairs</b><br><i>(Reasonable adjustments can be made)</i>  | Often     |
| <b>Driving, in &amp; out of vehicles</b><br><i>(If driving is required, must hold current Victorian Driver Licence)</i>   | Often     |
| <b>Bending, lifting, pushing, pulling</b>   | Often     |
| <b>Working alone or at a co-located site</b>  | Sometimes |
| <b>Confrontational/confronting situations</b><br><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     |
| <b>Working outside in differing weather conditions</b>  | Often     |
| <b>Working on call and/or after hours</b>   | Rarely    |
| <b>Attending external locations including client homes</b>  | Often     |

## 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.

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|--------------|-------------------|--------------|
| <b>Name:</b> | <b>Signature:</b> | <b>Date:</b> |
|              |                   |              |