

POSITION DESCRIPTION – Groups & Project Worker

REPORTS TO:	Coordinator of Family and Youth Services,
GRADE/AWARD/LEVEL:	SCHADS Award, Level 4
WORK LOCATION:	Naremburn Family Centre & Northern Beaches Family Centre
PROGRAM:	Family and Youth Services
WORKING WITH CHILDREN	Clearance Required, Child Related Role

PURPOSE

The position exists to provide effective, flexible, high quality early intervention and generalist support services to families with children and young people. This role will facilitate groups and participate in project work to help develop the Family and Youth Services. The position holder will work cooperatively with the Family and Youth Services Team across the North Shore and Northern Beaches region and with other CatholicCare programs.

RESPONSIBILITIES

1. Provide effective, flexible, high quality early intervention and generalist support services to children, young people and families access the program.

- Conduct assessments of families and young people accessing Family and Youth Services.
- Facilitate, plan and promote high quality group work programs for parents, children and youth
- Provide professional and informed advice and information to clients on matters such as budgeting and finance, health and social well-being, legal issues, employment and education, parenting etc.
- Act as an advocate for clients and their families
- Work collaboratively with local community networks and liaise successfully with a range of organisations and individuals.
- Appropriately record and keep files in accordance with principles of confidentiality.
- Maintain accurate statistics and meet internal and external reporting requirements.
- Establish and maintain a positive, professional relationship with clients and their families
- Actively participate in the referral and intake process.
- Attend Supported Playgroup as a Family Support Worker to provide advice, information, and referrals to clients.

2. Participate in project work that helps to further develop the Family and Youth Services and meets the needs of our communities

- Conduct research on areas as directed by the Coordinator and Family and Youth Services team
- Develop networks to support project initiatives
- Develop and facilitate consultation opportunities with clients and stakeholders
- In conjunction with the Coordinator and wider Family and Youth Services team develop new program initiatives that meets the needs of the community
- Effectively measure the outcomes and progress of the projects

3. Demonstrate leadership by:

- Attending regular supervision sessions (minimum basis of 2 hours per month) and performance reviews
- Participating in professional development requirements including training opportunities as they arise
- Promoting the application of the agency's policies and procedures
- Promoting collaborative teamwork including attendance at team and staff meetings as required

4. Participate in the review of the programs performance including:

- Assisting in the review of the Family and Youth Services programs
- Participating in feedback and monitoring processes
- Participating in regular program meetings/practice reviews with program personnel
- Making positive contributions to the planning and development of Family and Youth Services

5. Promote and uphold the Mission, Vision and Values of CatholicCare Diocese of Broken Bay as a Catholic Social Services Agency by:

- Effectively modelling CatholicCare Diocese of Broken Bay Values to staff, clients, and others.
- Upholding the policies and procedures for the programs that adhere to the expectations of CatholicCare, the Government funding bodies and industry standards.
- Upholding the CatholicCare Diocese of Broken Bay Code of Conduct and Code of Ethics.
- Adhering to OH&S standards for a safe workplace.

REQUIRED COMPETENCIES

To perform the job successfully, the Family Support Worker must demonstrate the following competencies:

- Leadership – individuals taking responsibility for their performance with integrity and diligence.
- Teamwork – the ability and desire to work cooperatively with others on a team.
- Oral and written communication skills – the ability to express oneself clearly in business writing and in conversations and interactions with others.
- Relationship building – the ability to develop, maintain, and strengthen partnerships with others inside and/or outside the organization.
- Client focus – commitment to supporting the excellence in CatholicCare programs and interventions, enabling all CatholicCare clients to achieve their goals and potential.

EDUCATION, KNOWLEDGE, AND EXPERIENCE

Essential:

- Tertiary qualifications in an appropriate area e.g., social work, social science, welfare, psychology, health, education or related discipline
- Demonstrated experience working and engaging with children, young people and their families
 - Demonstrated experience in effective case management with families including the following:
Holistic, consultative and collaborative approach
Assessing and identifying needs
 - Developing and implementing group work programs
 - Conducting regular program reviews
 - Professional documentation and file maintenance
- Knowledge of housing issues, domestic violence, child protection, child development and custody issues
- Sound knowledge of the needs of vulnerable families
- The ability to work therapeutically to a variety of client populations
- Experience in group work and parent education
- Highly developed communication and time management skills
- Experience working cooperatively in a multi-disciplinary team
- Current NSW driver's license **Desirable**
- Knowledge of Child Protection Guidelines
- Experience in Child Protection Work
- Experience working with Parents of Teens
- Certified to deliver one or more of the following parenting programs:
 - Triple P levels 2 and 4 and/or Triple P Stepping Stones
 - Circle of Security
 - Tuning into Kids
 - Teen PPP
- Competent computer skills