

# Position Description

<b>Title:</b>	Integrated Family Services Community Wellbeing Worker
<b>Business Unit:</b>	Child, Youth and Families
<b>Location:</b>	185 Baillie St, Horsham Victoria
<b>Employment type:</b>	Full Time, Ongoing (1 EFT)
<b>Reports to:</b>	Program Leader Community Capacity

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## About Uniting

Uniting works alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (LGBTIQ) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

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## Position purpose

The Integrated Family Services Community Wellbeing worker will coordinate a suite of therapeutic individual, family and/or group work services that promote strategies which maximise safety and wellbeing for children and young people within their families, respects dignity and privacy and improves the mental health of the child, young person and family. The worker will be responsible for the coordination of the facilitators, the sessions and the general operations of the groups, such as the facility, promotion, demand management, reporting and evaluation.

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## Position description

### Integrated Family Services Community Wellbeing Worker

#### Scope

**Budget:** Nil

**People:** Nil

#### Relationships

**Internal:** Integrated Family Services team, Program Leader Community Capacity, Manager of Support for Children, Youth and Families, Local Area Marketing team.

**External:** Department of Health and Human Services, Local Community Controlled Organisation (ACCO), local health and wellbeing services, the broader community.

#### Key responsibility areas

- Service delivery**
- Research and develop a suite of therapeutic individual, family and/or group work interventions that promote strategies which maximise safety and wellbeing for children and young people within their families, respects dignity and privacy and improves the psychosocial outcomes of the child, young person and family.
  - Provide coordination and/or facilitation of individual, family or group work in relation the needs of the community, as described by the Wimmera Child and Family Services Alliance Catchment Plan, the Wimmera Early Childhood Development Plan and other relevant data sources.
  - Coordination responsibilities include liaison with facilitators and other stakeholders, rotation of sessions internal and external to Uniting Integrated Family Services team and general operations of the groups such as the facility, promotions, demand management, reporting and evaluation.
  - Provide project support to the broader Community Capacity team and integrate the needs of clients into other services provided by Uniting Wimmera.
  - Assist with preparation of project plans and meet project deliverables relating to concept, budget, scheduling and resources, with the support and direction of the Program Leader Community Capacity
  - Participate in relevant service networks and work in partnership with other agencies and funding bodies to continually improve and develop quality services.
  - Actively participate in collaborative community education strategies to enhance community understanding of relevant child, youth and family services.

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- Comply within organisational policies and procedures regarding computer and IT restrictions on remote login system.
- Provide case management and case work service to clients in the Integrated Family Services Program when required, using sound judgement, skills and knowledge where procedures are not clearly defined.
- Undertake other duties and functions as directed by Program Leader Community Capacity, commensurate with current level of skills and classification.

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

## Person specification

#### Qualifications

- Tertiary qualifications in human services, welfare or social services and experience as outlined below.

#### Experience

- Proven ability in project work to develop and design specific promotions, programs and activities as well as the ability to implement and evaluate.
- Excellent communication skills and interpersonal skills, demonstrated through examples of working successfully in partnership with internal and external stakeholders.

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- Proven reporting, time management and administrative skills.
- Demonstrated understanding of risk and needs assessment in working with high risk children, young people and their families.
- Sound judgment and problem solving skills to contribute to the planning and development of projects and group work.
- Ability to work effectively as a team or autonomously.
- Experience in case management, working with vulnerable children, young people and their families.
- Knowledge of theories and practices relevant to vulnerable or 'at risk' children, young people and their development and behaviour, including solid understanding of trauma and attachment.
- Working with sensitive and personal data, maintaining privacy, confidentiality, dignity and respect.
- Demonstrated understanding of current trends in legislation and professional practice relevant to the community services sector.
- Demonstrated commitment to professional development, employee orientation and training.

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Statutory knowledge:** An understanding of the relevant legislation and current policy relating to the care of children and families.
- **Other key success factors:**
  - Proven ability in project work to develop and design specific promotions, programs and activities as well as the ability to implement and evaluate.
  - Well-developed organisational, time management and liaison skills in relation to project management and evidence of prioritising competing demands.
  - Excellent oral and written communications skills, including experience in the preparation of project plans, risk management plans, case noting, reporting and client records.
  - Excellent communication skills and interpersonal skills, demonstrated through examples of working successfully to gain the co-operation of colleagues, stakeholders and clients.
  - Sound judgment and problem solving skills to contribute to the planning and development of projects and group work.
  - Ability to provide case management and case work service to vulnerable clients, using sound judgement, skills and knowledge where procedures are not clearly defined.
  - Competent computer skills.

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# Position description



## Integrated Family Services Community Wellbeing Worker

### We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting’s operational, service and consumer requirements.**

### Employee

### Manager

Name:

Signature:

Date:

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