

Role Profile

Position	
Position Title	Aboriginal Family Worker – Early Years
Business Unit/Program	Indigenous Advancement Strategy
Relationships	
Reports to:	Program Manager - Family Support
Direct reports:	NA
Purpose of the Position	
The provision of case coordination, support and skill development to families within a family centred, strength based framework. To cultivate and promote positive relationships with co-workers and agencies for the purpose of effective consultation, referral, service networking and team cohesiveness	
Key Responsibilities <i>(the following description of responsibilities is not exhaustive and may include others as directed from time to time)</i>	
Service Delivery	<ul style="list-style-type: none"> • Case coordination (including: intake, assessment, casework, service co-ordination, case monitoring and review, exit planning and case closure) • To work with families with young children to address the child's needs, through increasing parenting capacity and facilitating supportive group work programs • Work with individuals and families in a developmental and supportive manner to assist them in identifying their strengths and goals, which may include such things as; improving parenting skills, life skills, relationships and coping ability • Provide information to clients in relation to community and educational services • Develop and deliver group work programs relevant to the client group needs • Development and/or participation in community development and awareness programs • Assist and encourage families to develop the necessary skills to make informed decisions and achieve their goals • Provide referral or resources in relation to life management, vocation, self-esteem, financial management and personal development • To cultivate positive relationships with local community groups/committees representing children's and families issues, at discretion of the Senior Manager • Support student placements • Model good parenting practice • Assist development of knowledge and understanding of child development • Facilitate the referral to or delivery of parenting courses

Governance, Compliance and Quality Control	<ul style="list-style-type: none"> • Ensure familiarity, understanding and abide by Intereach policies and procedures as outlined in the Employee Handbook • Contribute towards policy development • Keep up-to-date with changes in government legislation, in relevant areas of responsibility • Identify and implement improvements to operational processes and procedures to enhance program functions • Maintain confidentiality 		
People and Culture	<ul style="list-style-type: none"> • Participate in regular team meetings to discuss progress, issues, planning and professional development • Participate in supervision • Participate in training and development relevant to the role • Actively develop and maintain supportive relationships with all staff 		
Financial	<ul style="list-style-type: none"> • When incurring expenses on behalf of Intereach, ensure this falls within budgetary guidelines 		
Work, Health and Safety	<ul style="list-style-type: none"> • Understand and comply with WH&S policies and procedures and legislative requirements • Communicate with WH&S representatives and supervisors, particularly regarding hazards in the workplace • Participate in programs to improve risk management, including health and safety within the workplace 		
Organisational	<ul style="list-style-type: none"> • Develop and maintain effective relationships with key stakeholders • Champion the values and principals of Intereach within all aspects of our work • Become familiar with all programs across the business • Actively promote Intereach services and programs within the broader community • Liaise with other Intereach teams/services in order to achieve maximum benefit from resources within the organisation 		
Core Competencies			
Core Competencies (As defined in the Intereach Code of Conduct Framework)	Intereach Value	Competency	Level Required
	Leadership	Communicating with impact	1
		Focus on results	1
	Partnership	Managing relationships	1
		Working as a team	1
	Social Justice	Acts courageously	1
Respects and values differences		1	
Selection Criteria			
Essential	<ul style="list-style-type: none"> • Minimum 1 year experience delivering case coordination services (including assessment, case plan development and implementation, and review) utilising a strengths based framework 		

	<ul style="list-style-type: none"> • Minimum 1 year experience working in a community service role aligned to supporting children and families • Ability to work with people in an empathetic manner • Computer literacy (Intermediate level – Microsoft Office, maintaining a data base, e-mail and internet functions) • Excellent writing skills • Group facilitation skills • Aboriginality • Knowledge of child development and positive parenting practices • Understanding of issues facing vulnerable families and their children
Desirable	<ul style="list-style-type: none"> • Experience working with people from Indigenous and Culturally and Linguistically Diverse backgrounds • An understanding of the Children’s and Young persons (Care and Protection) Act 1998 • Accredited Parenting Program Facilitator • Familiar with local and regional children and family services and resources
Mandatory Requirements	
Essential	<ul style="list-style-type: none"> • Current Working with Children Check • Current drivers licence • Current Criminal Record Check or willingness to undergo check
Acknowledgement of receipt and understanding of the Role Profile	
Name	
Signature	
Date	