

Position Description



Organisation Context

Auburn Diversity Services Inc. (ADSi) is a community based, non-profit organisation established to promote the principles of multiculturalism, access, equity and social justice. It is committed for developing strategies which address the needs of all Australians, especially special needs groups such as refugees, women, youth, children, families, the elderly, the unemployed, the homeless and people with a disability.

ADSi designs and delivers services that aim to build capacity and improve outcomes for disadvantaged people and families. For more information of ADSi, please visit www.adsi.org.au

Position Details

Job Reference:	FCSW	Version:	1
Position Title:	Families & Children Support Worker (Identified Position)		
Award Classification:	SCHADS Level 2	Employment Conditions:	As per Contract

Relationships

Accountable to:	ADSi Board of Directors through the CEO
Reporting to:	Capacity Building Manager/Senior Family & Children Worker
Direct Reports:	Nil

Essential Selection Criteria

1	Cert III in Social Science / Social Work / Behavioural Sciences / Early Childhood Education or similar, or 2-year plus relevant work experience
2	Experience in working with vulnerable families with children, such as those from culturally and linguistically diverse (CALD) backgrounds, young parents, or grandparents with caring duties
3	Ability to provide age appropriate activities to children and their families through group work
4	Knowledge of Work Health and Safety (WHS), child protection, early intervention, child development and needs of children
5	Effective verbal and written communication skills
6	Current NSW Working with Children Check (Paid Worker) Clearance
7	Current National Police Check (Paid Worker) Clearance

Desirable Selection Criteria	
1	Full NSW Driver's license
2	Current First Aid Certificate
3	Ability to speak a second community language other than English
4	Experience working in a culturally and linguistically diverse (CALD) environment

Identified Position
Being a woman is a genuine occupational qualification for this position under section 31 of the Anti-Discrimination Act 1977 (NSW).

Primary Roles	Incumbent Initial
Ensure that the service schedule for this position is timely and fully implemented with strict compliance to support plan and other requirements	
Being flexible in service delivery in terms of time and frequency following key disability service principles, standards and ADSi internal requirements	

Position Specific Duties	Incumbent Initial
Assist Capacity Building Manager/Senior Children & Families Support Worker deliver innovative support programs and assisting volunteers/students involved	
Prepare, deliver and record support programs in a structured manner that suits individual service user's choices and needs	
Ensure safe operations activities at all times and reporting to the Capacity Building Manager/Senior Children & Families Support Worker immediately when concerns, risks and/or hazards identified	
Refer client's requests to the Senior Children & Families Support Worker, when necessary or appropriate	
Follow directions from the Management regarding service improvements within the organisation	
Work collaboratively with other ADSi staff, government and/or non-government agencies to meet special and/or ad hoc needs of clients	
Other duties that commensurate with the functions and roles of the position	

Position Specific Focus		Incumbent Initial
Service Type	Family Services	
Cultural Group	All	
Age/Gender Group	All Adults & Children 0-8/All	
Service Focus	All with focus on child protection	

General Duties for All ADSi Employees	Incumbent Initial
Adhere to ADSi mission, vision and values	
Adhere to the ADSi Policies & Procedures, relevant service principles and service standards	
Maintain client and organisational privacy and confidentiality	
Attend regular supervision and staff meetings	
Attend relevant training and professional development	
Maintain appropriate records and statistics	
Share information and resources with other ADSi staff	
Compliant with all WH&S requirements at ADSi	

Declaration	Incumbent Initial
NSW Working with Children Check (Paid Worker) clearance is mandatory for incumbent of this position <u>prior to</u> employment commencement.	
National Police Check Clearance is mandatory for incumbent of this position <u>prior to</u> employment commencement.	

Incumbent Signature _____ **Date** _____

Manager Signature _____ **Date** _____