

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:	SFCW	Version:	1
Position Title:	Senior Families & Children Worker (Identified Position)		
Award Classification:	SCHADS Level 4/5	Employment Conditions:	As per Contract

Relationships

Accountable to:	ADSi Board of Directors through the CEO
Reporting to:	Capacity Building Manager
Direct Reports:	Varies, including all Family Team workers, students and volunteers

Essential Selection Criteria

1	Tertiary qualification in Social Science / Social Work / Behavioural Sciences / Early Childhood Education or equivalent work experience (5-year plus)
2	Sound experience in supporting vulnerable families with children, and knowledge of related service principles such as child protection/development, early intervention and strength based approach
3	Ability to coordinate team members for better service delivery and administrative mechanism
4	Potential to assist the Management in modelling and standardisation and ability to provide inductions to new team members
5	Confidence and ability to liaise collaboratively with external stakeholders
6	Demonstrated case management experience, preferably on an electronic platform
7	Sound time management skills to prioritise workload in a busy and changing environment
8	Proven skills to keep records and report timely and accurately
9	High English proficiency, both verbal and written
10	Intermediate computer skills, including Microsoft Office and Internet use

11	Current NSW Working with Children Check (Paid Worker) Clearance
12	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
5	Qualified Australian Social Worker

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
Assisting the Management in delivering services in line with funding agreements, work plans and any other requirements under the Children and Parenting Support Program (CAPS), FamilyNSW Program (FNSW) transitioning to the Targeted Early Intervention Program (TEIP)	
Responsible for <u>both CAPS direct service provision and the Family Team coordination</u>	

Position Specific Duties	Incumbent Initial
Assist the Capacity Building Manager in CAPS/FNSW (TEIP) service delivery to ensure compliance of all funding agreements requirements, including special conditions if any	
Provide casework and group work services to clients/parents in needs and delivering outreach services at various locations under the CAPS program	
Report timely and accurately for the CAPS program, and assist the Capacity Building Manager with reporting of FNSW/TEIP program	
Standardise family service delivery procedures, e.g. home visits, playgroups, support groups, and ensuring established standards met at all times	
Coordinate the casual/volunteer pool with a backup plan to ensure a non-interruptive service delivery model is in place, in consultation with the Capacity Building Manager	
Be responsible for the Family Petty Cash, team timesheets and other administrative tasks, when necessary or required	
Take managerial responsibilities of the Capacity Building Manager for CAPS and FNSW/TEIP programs, when necessary and required	

Work collaboratively with other ADSi staff, government and/or non-government agencies to meet special /ad hoc needs of family services clients	
Establish and strengthen partnerships, including building community networks, and advocating for the needs of family services clients	
Attend interagency meetings / forums, when necessary or as required	
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 0-12/All	
Service Focus	All	

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 prior to employment commencement.	
National Police Check Clearance is mandatory for incumbent of this position prior to employment commencement.	

Incumbent Signature _____ **Date** _____

Manager Signature _____ **Date** _____