

POSITION DESCRIPTION

Position Title	Child and Family Practitioner – Disability Focus
Program	Family Services
Employment Status	Full-time
Tenure	Ongoing
Classification	Kids First EBA – SCHADS Award Level 5, Pay Point depending on experience
Position reports to	Team Leader, Family Services
Location	Heidelberg; on the lands of the Wurundjeri people

Kids First is a child, youth and family services provider and early years education specialist. We have proudly been at the heart of community care in Victoria since 1896.

Our proud history is matched with a progressive mindset as we continually deliver Australian-first and sector leading programs designed to strengthen family relationships, support healing and recovery from trauma and set children and young people up for brighter futures.

We nurture an inclusive and rewarding culture that attracts and retains talented people, bound to a common purpose. Built on our legacy of more than 125 years of community service, we actively support our people to make a significant difference to the lives of children, young people and families. Every. Single. Day

Kids First is a child safe organisation and is committed to maintaining a child safe environment for children and young people who access our services.

As an Equal Opportunity employer, we respect and value diversity and inclusion. We welcome everyone to apply, regardless of age, ethnicity, cultural background, gender, sexual orientation, religious affiliation, and physical ability. Reasonable adjustments will be made for people with disabilities where operationally viable.

Our Purpose

Every day we will work together to improve the life trajectories of children and young people and maximise positive outcomes for them and their families.

Our Values

Our HEART values encapsulate the way we work together and partner with children and families to bring positive and sustainable outcomes.



Hope
We believe that change is possible and achievable



Empowerment
We build on people's strengths and support their ability to make positive changes in their lives



Accountability
We are open and transparent in everything we do



Respect
We value all people



Trust
We act in an ethical, inclusive, professional and open manner

Position Purpose

The Integrated Family Services Program provides holistic support to families in need. The aim of the program is to promote the safety, stability and development of children and young people as well as strengthening parenting capacity. Kids First utilises our Coaching Framework in our practice to build capacity and bring about significant improvements in the lives of families.

Kids First Coaching Framework was developed in 2018 as a new Model of Service built on the foundation that the best way to strengthen families is to build the capacity and confidence of parents and carers. Utilising strategies that harness and cultivate motivation for positive change and growth, strengthening the self-regulatory capacity that parents require to escape unhelpful behaviour patterns and develop new skills, the Coaching Framework puts adult capacity-building at the centre of the Kids First family services work.

Child and Family Practitioners engage families tailored to their current needs and goals, providing brief, early or tertiary interventions. The Disability focussed Child and Family Practitioner has been developed in response to the number of families referred into the program requiring assistance with disability related needs. These include supports building parenting capacity navigating neurodivergence, and where families and children may require assistance to access and participate in the National Disability Insurance Scheme (NDIS). This role will apply practice in outreach and community settings that is responsive to client feedback, to build a strong therapeutic alliance and ensure that interventions, goals and actions continue to be collaboratively developed with the family members.

As a member of the Kids First community, it is expected that the interventions will align with the Kids First Outcomes Framework. It is also expected that the role builds and maintains professional external relationships, providing an appropriate referral, resource and case management network.

Organisational Relationships

Supervisor	<ul style="list-style-type: none"> Team Leader, Family Services
Direct Reports	<ul style="list-style-type: none"> N/A
Internal Relationships	<ul style="list-style-type: none"> Chief Executive Officer Executive Team General Manager and Manager Child, Youth and Family Services Operations Lead, Child & Family Services Direct Reports All staff
External Relationships	<ul style="list-style-type: none"> Child Protection (DHHS) and Community Based Child Protection Workers Alliance partner agencies Partners in project work, e.g. Group Work Key Stakeholders including, government, corporate, community and fundraising/ philanthropic stakeholders Professional networks

Key Responsibilities

- Manage an allocated Family Services caseload to effectively support children and families in line with the Integrated Family Services requirements
- Undertake sessions with families in a variety of settings, including outreach, home visits, and sessions in the community.
- Utilise the Kids First Coaching Model to support the capacity building of parents and families and create opportunities for sustainable change
- Participate in outcomes focused family assessments and case planning to identify both disability supports and family supports required to promote positive family functioning
- Participate in regular case review processes and complete closures in line with Kids First standards.
- Conduct and maintain appropriate administration requirements as determined by Kids First, including the ability to develop and maintain case notes, input IRIS data, and regular systematic case file reviews in line with Kids First procedures.
- Facilitate the delivery of group work and evidence-based programs and practices.
- Ensure service standards, program procedures, and client information systems are maintained in accordance with Kids First requirements.
- Develop skills in engaging in appropriate networking opportunities and partnerships to build effective collaborations to offer best practice services to children and families.

Key Performance Indicators (KPIs)

- Maintain a caseload of up to 12 families/individuals/cases, or as agreed.
- Participate in critically reflective supervision and group supervision, according to Kids First supervision policies and procedures.
- Maintain active participation in relevant disability sector networks and influencing peak bodies to ensure up to date knowledge of services and legislation affecting families with disability.
- Disseminate relevant disability specific practice information and support to peers as agreed with Team Leader.
- Undertake professional development to maintain best practice in relation to current practices and interventions.
- Participate in and contribute to evaluation, including use of evidence-based evaluation tools.
- Maintenance of accurate electronic case files and records in line with Kids First policies.
- Attendance at, and participation in, staff meetings and contribution to a professional and harmonious workplace.
- Compliance with all Kids First policies and procedures.

Quality and Risk Management - OHS

All Kids First employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety in the workplace.

Capability Framework – key selection criteria

Formal Qualifications	Relevant tertiary qualification in social work, psychology, child and family social welfare or related discipline.
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Skills & Experience	<ul style="list-style-type: none"> • Demonstrated experience and knowledge of the Disability Support sector, inclusive of NDIS and support needs of families with disability needs. • High level skills, knowledge of working in the child and family services welfare sector, inclusive of family services, family violence, AOD and mental health • Demonstrated personal value set that is aligned with Kids First organisational values and a commitment to professional development. • Demonstrated ability to apply internal and external policies, procedures and legislation. • Able to work independently, whilst contributing strongly as a member of a multi-disciplinary team. • Demonstrated capability to network and build productive relationships with others both inside and outside organisational boundaries. • Demonstrated responsibility for client outcomes and program compliance activities and support other team members to achieve desired results. • Highly developed written, verbal, and interpersonal communication skills. • An understanding and appreciation for family centred and father inclusive practice. • An understanding of the impact of family violence on families and an ability to apply a gendered family violence lens when working with clients.
Other Selection Criteria	<ul style="list-style-type: none"> • Current Victorian Working with Children Card • Current Victorian Driver's License • Willingness to undertake a Police Check • A good understanding of or willingness to learn about Aboriginal culture, values and protocols and a demonstrated capacity to work in a culturally informed and respectful manner.

Inherent Physical and Psychological Demands

Activity	Frequency – Daily Regularly Occasional
Manage competing priorities	Daily
Computer based activities (including phone work)	Daily
Interact with clients who could display verbal or physically challenging behaviour	Occasional
Driving	Regularly
Walking, climbing stairs, bending	Daily
Standing, Sitting	Daily
Lifting (children in and out of vehicle)	Occasional
Attend external locations	Occasional

Dealing with confrontation	Occasional
Judgement and decision making	Regularly
Time Management	Daily
Following instruction/taking directions	Daily