



Position Description

Position Title:	Family Relationship Services Practitioner
Hours per week:	38hrs per week (part time may be considered)
Salary:	In accordance with the Community Connections (Vic) Ltd 2005 Enterprise Bargaining Agreement.
Tenure:	Ongoing
Probation:	3 Months
Reports to:	Dependent on major portion of substantive role: <ul style="list-style-type: none">• Team Leader Family Relationship Service (FRC)• Team Leader Post Separation• Team Leader Drought Counselling• Team Leader Children's Contact Service
Location:	Warrnambool, Hamilton or Portland
Date prepared:	September 2008

FRSP programs:

- **Family Relationship Centre (FRC)**: Information, referral, Family Dispute resolution in regard to relationship and separation issues. Roles include Family Advisor and Family Dispute Resolution.
- **Regional Family Dispute Resolution (RFDR)**: Assists separated parents to resolve disputes in relation to parenting arrangements and separation issues.
- **Post Separation Cooperative Parenting Program (PSCP)**: Short educational workshops, counselling, case management and support for separated parents.
- **Family Support Drought Response Team (FSDRT)**: Counselling, support, education and training.
- **Children's Contact Service (CCS)**: facilitated changeover and supervised visits

Qualifications:

Minimum – A Degree in Social Work, Psychology, Social Science, or an equivalent qualification. Probationary Psychologists will be considered. Diploma of Welfare Studies will be considered. Diploma of Child Care will be considered for Children's Contact Service.

Preferred – A Degree in Social Work, Psychology or an equivalent qualification together with extensive experience in the delivery of Human Services and the delivery of counselling services using appropriate therapeutic approaches.

POSITION SUMMARY

The Family Relationship Services Program (FRSP) Practitioner will be employed to work across a range of Family Relationship Services Programs dependent on the needs of the agency, the qualifications and expertise of the practitioner, and the practitioner's geographic location. The practitioner's organisational supervisor will be determined by the primary program in which the incumbent is employed, and/or their geographic location. When a practitioner is working in two or more programs their practice supervision may involve more than one Team Leader. These positions offer opportunities for practitioners to work in an interesting and varied practice and therapeutic environment, with opportunities for multi-skilling and a diverse intervention base. As such all positions are evolving and duties will alter with Agency requirements over time.

MAJOR RESPONSIBILITIES

- Provide individual counselling, case management and support utilising a variety of intervention methods.
- Provide Family Dispute Resolution using a child inclusive service delivery model.
- Provide a safe, secure and educative environment that establishes and maintains positive child-parent relationships and promotes shared parenting by separated parents.
- Participate in any research projects regarding the service models.
- Participate in the establishment of a multi-disciplinary approach to individuals and families with attention to links with other child and family services and/or related services.
- Utilise a case management process which includes assessment, planning, coordination, monitoring and referral mechanisms.
- Duties may alter in accordance with Agency requirements over time.

AS A MEMBER OF THE CCVL FRSP TEAM YOU WILL BE ACCOUNTABLE FOR AND PARTICIPATE IN:

- A multi-disciplinary service team.
- Community development and group work.

- Regular training, supervision and ongoing performance appraisal and monitoring of practice standards.
- Case related processes and maintain accurate records and statistics in relation to service activities.
- Maintaining an active awareness of local welfare needs pertaining to the client target group and participate in the development of programs to meet these needs.
- Supporting and promoting the activities and profile of the Agency in South West Victoria in an appropriate manner.
- Developing and disseminating promotional material with regard to the Agency's counselling services.
- Supporting and participating in the Agency's commitment to the ongoing Quality Improvement process.
- Supervising students in fieldwork placements as appropriate.
- Inputting and maintaining accurate client data on the Agency database at all times.

REPORTING RELATIONSHIPS

- This position reports directly to a nominated organisational FRSP Team Leader being either:
 - Team Leader Family Relationship Service (FRC)
 - Team Leader Post Separation
 - Team Leader Drought Counselling
 - Team Leader Children's Contact Service
- This position may report to additional Team Leaders for practice supervision dependent on whether the practitioner is working in more than one program.
- No positions report to this position

PERSON SPECIFICATION

Essential:

- Ability to work under pressure
- Ability to meet strict deadlines
- Extensive experience within the practice of Human Services
- Excellent administration and organisational skills
- A high level of professionalism, especially the ability to maintain confidentiality

Desirable:

- Experience working in a similar role in the community services sector/the not-for-profit sector
- Experience using FRSP database programs.

KEY SELECTION CRITERIA

Competency 1: Demonstrated experience in the delivery of Human Services with skills in the areas of crisis intervention, counselling, assessment and problem solving for individuals and families.

Competency 2: Demonstrated ability in dealing with clients/members of the general public on sensitive issues.

Competency 3: Well developed interpersonal and communication skills.

Competency 4: Well developed written skills, including the ability to formulate case plans, set goals and maintain a positive approach in working with families, individuals and groups to achieve these goals within an established timeframe.

Competency 5: An understanding of current service delivery models and the ability to work within such frameworks.

Competency 6: The ability to contribute actively as a member of a multi-disciplinary practice team.

Competency 7: The ability to accept supervision in its various forms as a process for ensuring quality commitments are achieved.

Competency 8: The ability to participate in, and contribute to staff development within the Agency setting.

Competency 9: Demonstrated ability to promote the role and services of the Agency, and work within the agency's Framework of Practice and practice standards

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ADDITIONAL REQUIREMENTS

A current Drivers' Licence is essential as some travel will be required.

The appointment is subject to a satisfactory Criminal Records Check.

Under Victorian WorkCover legislation, it is the applicant's duty to advise Community Connections (Vic) Ltd of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.

Because of the nature of the position and the fluctuation in workload, it may be necessary to work outside normal working hours

The position will require local travel. Intrastate travel will be required primarily for training and development purposes including over night stays. Interstate travel may be required.

The applicant will be required to have a current Working with Children's Check.

The applicant will be required to substantiate formal qualifications.

REFERREES

The names and contact details of two referees must be included with a written application; it is preferable that one referee is your current supervisor.