

JOB DESCRIPTION AND STATEMENT OF DUTIES

JOB TITLE:	Family Support Worker – Aboriginal Identified
TEAM:	Brighter Futures
LINE MANAGER:	Brighter Futures Coordinator
KEY RELATIONSHIPS:	The Family Support Worker will maintain primary relationships with Brighter Futures Coordinator and Manager Early Intervention. All other members of the Community Programs and KARI Client Services team. Aboriginal children, young people and families within the Liverpool Area. Relevant NSW Community Services staff and stakeholders
TERMS AND CONDITIONS:	Full Time as per contracts, guided by NSW Social, Community, Home Care and Disability Services Industry Award 2010.
BASE SALARY:	\$70,000 (Level 1)
PACKAGE BENEFITS:	9.5% Superannuation paid to company of employees’ choice. Option for salary sacrifice paid to any employee debt or bill.

1. JOB PURPOSE

The Family Support Worker is responsible for achieving the best possible outcomes for Aboriginal families referred to the KARI Brighter Futures Program. Under the principals of Brighter Futures, the Family Support Worker will aim to provide families encountering problems with the necessary supports and services in order to reduce the risk of further Community Services intervention.

2. DUTIES AND RESPONSIBILITIES

- Undertake and meet all case management responsibilities in relation to individual families allocated by the Line Manager.
- Complete all relevant Supporting Children And Responding to Families (SCARF) materials for each child or young person within the given timeframes (SCARF training will be provided if required) and all other paperwork relevant to the role.
- Maintain regular, effective and meaningful contact with children, young people, family’s relevant agencies and key stakeholders.
- Facilitate and participate in the development of each allocated family’s case plan.
- Ensure that case plans are regularly reviewed and facilitate the attendance of all key stakeholders at relevant meetings including case planning meetings and reviews.

- Facilitate, support and supervise when necessary, relationships between children and their parents in accordance with case plans and reviews.
- Assist with the coordination and delivery of group-based programs and supported playgroups as required.
- Work in accordance with protocols and procedures set out in the “Brighter Futures Service Provision Guidelines pertaining to casework and case management.
- Network with appropriate and relevant agencies and establish referral protocols.
- Assist with the planning, implementation and promotion of the KARI Brighter Futures community based referral program.
- Undertake on call duties.
- Encourage service users, clients and other agencies to provide feedback.
- Attend monthly supervision meetings with your Line Manager and complete the tasks identified at these meetings. Identify personal learning needs and give feedback on the service including the identification of gaps and areas for improvement.
- Attend any KARI meetings as requested by your Line Manager.
- Undertake and participate in regular evaluations of the service and take part in annual appraisals of staff performance and team planning days.
- Undertake specific tasks allocated by your Line Manager relating to the promotion of the service and the enhancement of the partnership between the team and key stakeholders.
- Contribute to the development and maintenance of a positive, supportive and collaborative team environment including the ongoing learning of all team members through the sharing of ideas and feedback from training.
- Advocate for KARI and Aboriginal people, children and young people in the sector.
- Other duties as directed.

3. ELIGIBILITY REQUIREMENTS

- Aboriginality.
- Possession of a current NSW Driver’s License – minimum P2.
- Ability to work flexible hours as required and to be on call.
- Willingness to undertake a Working with Children Check and National Police Check.

4. SELECTION CRITERIA

- Qualifications which may include University or TAFE certification that is relevant to the position, and/or at least 3 years' experience working with children and families in a casework model.
- Demonstrated knowledge and understanding of the issues affecting Aboriginal communities, families and children.
- Understanding of child protection issues and the principals of early intervention.
- Understanding of a child's developmental needs and the practical parenting skills required.
- Demonstrated high level organisational and time management skills.
- Demonstrated understanding of a strengths-based framework.
- Demonstrated strong communication and interpersonal skills.
- Networking and referral skills.
- Willingness to work flexible hours to meet the needs of the clients as required.
- Good computer skills with knowledge of the Microsoft Office package of tools, Outlook and capacity to navigate the internet for work purposes.
- Ability to respect and work within the values of KARI and commitment to reflecting and adhering to KARI'S policies and procedures.
- Ability to work co-operatively and respectfully with team members, children, families and professionals from various agencies and cultural backgrounds.