



Information Pack

Senior Children's Contact Service Worker Children's Services Service Stream 1

Dear Applicant,

Tamworth Family Support Service (TFSS) is looking for a casual Senior Children's Contact Service Worker to be part of the Children's Services team in Tamworth.

The role is to work with parents and children where the family is going through separation or divorce. The service provides contacts which are supervised by workers with the non-custodial parent and their children at our Children's Contact Services (CCS) in Gunnedah Road, West Tamworth. As the Senior Children's Contact Service Worker, you will utilise your previous tertiary training in social work or related field and extensive workplace experience to ensure that vulnerable children and their families are safely and appropriately supported in addition to providing guidance and assistance to CCS staff.

Please note that the majority of contacts are scheduled on Saturdays and Sundays as such it is essential that you are available to work weekends.

All staff are valued and respected, and are presented with genuine opportunities to develop to their full potential. TFSS also recognises the importance of a healthy work/life balance, and you will enjoy some flexibility in your working hours if required.

Included in the package you will find:

- The Job/Position Description
- Competencies and Outcomes required for the position

Please return your application(s) to:

Human Resources Officer
Tamworth Family Support Service
P.O. Box 1088
TAMWORTH NSW 2340

Or by email to:

applications@tfss.com.au

Please ensure that you include the following in your application(s):

- Your up to date resume, including three referees (a minimum of one must be from within the previous 3 years)
- A cover letter outlining how you meet each of the Competencies and Outcomes as listed in the position description for this position.

Selection for interview will be based on:

1. Applicants returning both of the above documents, and,
2. Applicants satisfactorily meeting each of the Competencies and Outcomes (Essential and Desirable Criteria).

For more information contact:

Julie Green
Service Stream 1 Manager
Phone: 6763 2333

CLOSING DATE FOR APPLICATIONS:

Sunday, 8 August 2021

Position Description	
1. Position Title	Senior Children's Contact Service Worker
2. Service	Child, Youth & Family Services
3. Program	Children Contact Services (CCS)
4. Location	Tamworth
5. Reporting Manager/ Team Leader	Service Stream 1 Manager/ Team Leader CCS
6. Relevant Award(s)	Social, Community, Homecare and Disability Services (SCHADS) Industry Award (MA000100)
7. Classification	Social and community services employee, Level 4
8. Position Terms	Casual
9. Probationary Period	NA

Criteria and Competencies	
Essential:	
I.	Tertiary qualification in related discipline, or Associate Diploma with relevant experience or Diploma with extensive experience.
II.	Demonstrated ability to use initiative be self-directed and work as part of a team.
III.	Demonstrated knowledge & understanding of the developmental needs of children & young people;
IV.	Demonstrated knowledge of age appropriate activity programming relevant to children & young people engaged in contact with their non-custodial parent/carer.
V.	Sound communication skills both written & verbal.
VI.	Demonstrated understanding of children's contact issues, the effects of abuse, neglect & family violence upon children & their carers;
VII.	Demonstrated ability to think and act clearly in challenging situations, to ensure the safety and well-being of a child/ren.
VIII.	Demonstrated conflict resolution and negotiation skills
IX.	Demonstrated experience in case management.
X.	Understanding of cultural issues with the ability to work with minority groups such as those of Aboriginal and Torres Strait Islander and Non-English-speaking backgrounds.
XI.	Understanding of child protection and mandatory reporting requirements.
XII.	Driver's Licence
XIII.	Registered and comprehensively insured motor vehicle.
XIV.	Working with Children Check employee number
Desirable:	
I.	An understanding of the TFSS Programs
II.	Demonstrated knowledge of Work, Health and Safety (WHS) practices and guidelines
III.	Understanding of the demographics and relevant issues within the geographical area of the program.
IV.	Demonstrated typing speed of 40 w.p.m.

Organisation Objectives

TFSS is a non-government, community-based organisation that has been delivering services to families in Tamworth since 1979. It has more than 90 staff across all programs, operating in Tamworth and surrounding areas including Armidale, Inverell, Gunnedah, Narrabri, Quirindi, Manilla, Barraba and Moree. TFSS now comprises of multiple funded programs. These include Government funded programs that are free to the community. The aim of TFSS is to provide help to people in need, ensuring each client receives professional and appropriate services and referrals.

TFSS Vision

Thriving Communities, Endless Possibilities

Mission

We work toward achieving our vision through our purpose, which is to:

1. Strengthen and improve social and personal well-being for individuals, families and communities;
2. Promote access, equality and social justice; and
3. Deliver services of quality and value.

TFSS Values

TFSS is supported by a set of values which guide the way we work, make decisions and provide services.

We define these values as:

- Diversity: To accept and appreciate differences
- Integrity: To always act with honesty and professionalism
- Community: To have a sense of responsibility and contribution
- Leadership: To utilise our position to drive change
- Partnerships: To work collaboratively to deliver the best outcomes

Program & Position Objectives

This position is located within the Children's Contact Service (CCS), servicing the local region. The purpose of this position is to provide support to the child(ren) and their family members within a safe, non-threatening and neutral environment for supervised visits and facilitated changeovers between children and their parents.

Workers will:

- Directly supervise, observe and monitor all interactions between children and their non-custodian parent, and intervene when the safety, health & welfare of the child may be considered at risk;
- Be an impartial observer, not aligned with either parent;
- Respond to conflict as per CCS guidelines;
- Provide support and appropriate interventions to colleagues when they are engaged in a supervised contact or changeover;
- Ensure changeovers and supervised visits have been regularly evaluated for effectiveness.
- Effectively communicate with the CCS team members and manager.

Workers will also undertake other activities or duties as required to ensure the smooth operation of the office and/or program, and as directed by the manager.

Key Capabilities		
Stream	Descriptor	Tier
Community and Interagency Relations (Community engagement, sectoral awareness and working collaboratively with other stakeholders in formal and informal partnerships)	Networks and Stakeholders Community Partnerships and collaboration Social Justice	1.1.1 Utilises own community networks to achieve established outcomes. 1.1.2 Contribute to staff forums and meetings about key community issues. 1.2.2 Participates effectively in networks and community meetings to advance organisational objectives. 1.2.3 Works collaboratively with other organisations in formal and informal partnerships to achieve client outcomes. 1.2.5 Demonstrates commitment to social justice and social inclusion.
Professionalism (Skills associated with professional conduct such as self-management, ethical behaviour, taking responsibility, problem solving and initiative)	Time Management Ethics Taking Responsibility Problem solving Initiative and Enterprise	2.2.1 Manages time and uses tools effectively to assist with planning and organising. 2.4.2 Models organisational values and preferred behaviours and promotes the Code of Conduct. 2.1.3 Takes responsibility for work outcomes and enacts authority as defined in the Position Description. 2.1.4 Demonstrates common sense, and uses established strategies to solve routine problems. 2.1.5 Contributes to ideas for improved ways of working.
Communication (All forms of communication, such as advocacy, negotiation, written and verbal communication and interpersonal style)	Advocacy Written Communication Verbal Communication Public Interpersonal Skills	3.2.1 Advocates for clients to advance their interests 3.1.2 Provides accurate written information using forms, log books, templates appropriate to the task. 3.1.3 Speaks politely and explains issues and information clearly to clients, members and colleagues. 3.1.4 Participates actively in staff meeting and shares information to improve work environment outcomes. 3.2.5 Demonstrates appropriate interpersonal skills, active listening, empathy, social awareness and emotional intelligence in verbal communications.
Leadership and Teamwork (Leadership and challenges associated with working together, such as dealing with difference, conflict, shared goals and team morale)	United Vision Strategic Focus Team Dynamics Conflict Management Diversity	4.1.1 Maintains enthusiasm and understands own role in achieving the organisational mission. 4.1.2 Follows work plan and prioritises key tasks. 4.1.3 Openly shares information, participates and contributes to team discussion. 4.1.4 Consider the views of others and aims for team cohesion. 4.1.5 Values diversity in the team and supports colleagues

Key Capabilities		
Stream	Descriptor	Tier
Resources, Assets and Sustainability. (Necessary skills in the effective use of financial resources, assets and equipment as well as building the organisation's assets and sustainability.)	Procurement Equipment and assets	5.1.3 Makes low cost purchases and achieves value for money. 5.1.4 Takes care when using and maintaining equipment and aids.
Service Delivery (Working with a broad range of clients, communities and stakeholders, maintaining awareness of client issues and ensuring client dignity and confidentiality)	Reflective Practice Knowledge of client issues Client Outcomes Diversity Client confidentiality and dignity	6.2. 1 Demonstrates reflective and evidence based practice. 6.2.2 Builds knowledge of client issues and requirements to improve practice 6.2.3 Provides clients with high quality service and appropriate referrals 6.3.4 Supports team to value and work effectively with client diversity 6.4.5 Fosters a culture of respect for clients confidentiality and dignity
Program Management and Policy Development Necessary skills in the management of programs, campaigns, projects and contracts as well as policy development and implementation to guide work practices.	Achieving Results Complaints handling and continuous improvement	7.2.3 Ensures clarity of understanding of required work, fulfils program and project responsibilities, and achieves performance targets. 7.2.5 Utilises feedback from complaints to improve programs and reviews own performance
Change and Responsiveness (Adapting to a change environment, responding to new and emerging trends through skill acquisition, the use of technology and creative and innovative work practices)	Change adaptability Multi-skilling Creativity and Innovation Technology Learning and Development	8.1.1 Maintains a positive approach to change and adapts to new or different ways of working. 8.1.2 Takes advantage of opportunities for learning and growing skills. 8.1.3 Identifies opportunities to do things better, develops ideas with others and assists with the implementation of routine change. 8.2.4 Supports the use of new technology and develops skills to master new technology. 8.1.5 Prepares own development plan in consultation with Service Stream Manager

Key Capabilities		
Stream	Descriptor	Tier
Governance and Compliance (Systems and processes to implement the strategic plan and the management of quality, risk, WHS and legislative compliance)	Strategy	9.1.1 Achieves targets in work plan and understands link with strategic goal.
	Quality	9.1.2 Ensures that own work meets the organisations quality requirements
	Risk Management	9.1.3 Ensures that risks are identified and reported in own work context.
	WHS	9.1.4 Ensures safety of self and others in work environment
	Legislation and Compliance	9.2.5 Is aware of relevant legislation and licensing requirements and ensures compliance in work practice

Position Specific Function		
Key Performance Area	Expected Outcomes	Key Performance Indicator/s
Key Competencies	<ul style="list-style-type: none"> • Build and maintain a professional rapport with each service program within TFSS; • Implement an understanding of the Children and Young Persons (Care & Protection) Act [1998]; • Prioritise to achieve the objectives of TFSS and the objectives of each program; • Provide appropriate communication based on the audience receiving; • Follow processes and systems to maintain accurate records. 	As per TFSS policies and procedures
Responsibilities	<p>To contribute to the operational objectives of the work area, a position at this level may include some of the following:</p> <p>Undertake responsibility for various activities in a specialised area;</p> <ul style="list-style-type: none"> • Exercise responsibility for a function within the organisation; • Allow the scope for exercising initiative in the application of established work procedures; • Assist in a range of functions and/or contribute to interpretation of matters for which there are no clearly established practices and procedures although such activity would not be the sole responsibility of such an employee within the workplace; • Provide administrative support requiring a high degree of judgment, initiative, confidentiality and sensitivity in the performance of work; • Assist with or provide a range of records management services, however the responsibility for the records management service would not rest with the employee; • Proficient in the operation of applicable computer programs; 	As required

Position Specific Function		
Key Performance Area	Expected Outcomes	Key Performance Indicator/s
Responsibilities	<ul style="list-style-type: none"> • Supervise a limited number of lower classified employees or volunteers; • Allow the scope for exercising initiative in the application of established work procedures; • Deliver single stream training programs; • Co-ordinate elementary service programs; • Provide assistance to senior employees; • Where prime responsibility lies in a specialised field, employees at this level would undertake at least some of the following: <ul style="list-style-type: none"> – undertake some minor phase of a broad or more complex assignment; – perform duties of a specialised nature; – provide a range of information services; – plan and co-ordinate elementary community-based projects or programs; – perform moderately complex functions including social planning, demographic analysis, survey design and analysis. 	
Workplace Standards	<ul style="list-style-type: none"> • Comply with the Quality Improvement Policy; • Promote and demonstrate a commitment to continuous improvement across TFSS; • Understand and comply with TFSS policies, procedures and workplace standards; • Maintain and ensure privacy and confidentiality; • Take active responsibility for your own well being in the workplace and gain assistance if required; • Use TFSS resources efficiently and effectively and treat them with due care; • Advise your manager of any obligations in relation to secondary employment; • Report any improper conduct; • Assist in the general maintenance, cleanliness and presentation of workplace facilities. 	As per TFSS policies and procedures
Skills, knowledge, experience, qualifications and/or training	<ul style="list-style-type: none"> • Sound skills in oral and written communication with clients and other members of the public; • Thorough knowledge of work activities performed within the workplace; • Sound knowledge of procedural/operational methods of the workplace; • May utilise limited professional or specialised knowledge; • Working knowledge of statutory requirements relevant to the workplace; • Ability to apply computing concepts. 	As required

Position Specific Function		
Key Performance Area	Expected Outcomes	Key Performance Indicator/s
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Organisational relationships	<ul style="list-style-type: none"> • Graduates work under direct supervision • Works under general supervision except where this level of supervision is not required by the nature of the responsibilities undertaken (<i>see Responsibilities above</i>); • Operate as member of a team; • Supervision of other employees. 	As required
Finance and Administration	<ul style="list-style-type: none"> • Accurately and objectively report feedback; • Ensure completion of timesheets and have them sent through to the Service Stream Manager weekly/fortnightly; • Ensure all appropriate receipts and travel claims are sent through with time sheets. 	As per TFSS policies and procedures
Professional Development	<ul style="list-style-type: none"> • Actively participate in 1:1/supervision; • Assist management to identify employee's own professional development needs; • Attend relevant professional development opportunities in order to fulfil your role; • Participate in cultural competencies, training and activities; • Where required, provide in-house training to other TFSS staff at the completion of training attended outside the service; • Actively participate in a service evaluation and staff appraisals, review of job descriptions; <p>Attend relevant meetings in relation to your role.</p>	<p>Successful completion training courses</p> <p>Applied knowledge and skills in the workforce</p>
Safety & Risk Management	<ul style="list-style-type: none"> • Take reasonable care of your own health and safety; • Take reasonable care that your own acts or omissions do not adversely affect the health and safety of others; • Comply, so far as you are reasonably able, with reasonable instructions, policies and procedures to assist TFSS to comply with the Work Health and Safety Act; • Raise any concerns in relation to WHS with your Health and Safety Representative or Manager; • Report all accidents, incidents, injuries, hazards and equipment faults to your Supervisor, Manager or Health and Safety Representative immediately; • Report to work in a fit and proper condition, so that you are able to competently undertake your duties. 	As per TFSS policies and procedures

Position Specific Function		
Key Performance Area	Expected Outcomes	Key Performance Indicator/s
Client Safety & Child Protection	<ul style="list-style-type: none"> • Provide a safe, comfortable physical environment for clients and their children; • As a mandatory reporter you have a legal obligation to report to the Community Services Helpline any incidences of child abuse and neglect or if you have reasonable grounds to suspect that a child is at risk of harm to children and/or young people; • Report any misconduct committed by staff against a person under 18 years; • Ensure that your actions do not expose clients or children to harm; • Assist in the reporting any complaints and investigation of all relevant issues as prescribed by the NSW Ombudsman Act 1974 (NSW). 	<p>As per Children's and Young Person's (Care and Protection) Act</p> <p>Chapter 16 A</p>
Professionalism and Conduct	<ul style="list-style-type: none"> • Work as part of a team in delivering quality outcomes for TFSS; • Maintain professional relationships with TFSS program, Funding Body/s, community at large and all relevant stakeholders. 	As per TFSS policies and procedures
Complaints	<ul style="list-style-type: none"> • All complaints are acted on and handled within policy; • Manager is aware of complaints immediately. 	As per TFSS policies and procedures

Extent of Authority
<ul style="list-style-type: none"> • Act within policy and procedure; • Graduates receive instructions on the broader aspects of the work; • Freedom to act within defined established practices; • Problems can usually be solved by reference to procedures, documented methods and instructions; • Assistance is available when problems occur.

Decisions that are Referred to your Manager
<ul style="list-style-type: none"> • All issues that require a sign off/approval from the Service Stream Manager or those with the delegation of authority to do so; • Issues outside of policy guidelines; • Complaints from families or service providers; • Requests for new business from Funding Bodies; • Complaints from Funding Bodies.



Conditions of Employment:

All TFSS workers are bound by the terms and conditions contained within the:

- TFSS Letter of Engagement;
- The Position Description;
- The relevant Industrial Award (s);
- TFSS Policies and Procedures and program specific protocols and guidelines;
- The TFSS Code of Conduct, as amended and endorsed by the TFSS Board of Directors from time to time.

It should be noted that you may need to perform other duties within your competence and knowledge as directed from time to time to meet our operational needs and we (TFSS) reserve the right to vary the above position description at any time in response to the changing needs of the program and organisation.

Employee's Signature

Dated

Employee's Name

CEO/Manager's Signature

Dated

CEO/Manager's Name