



## Murray Valley Aboriginal Cooperative

87 Latje Road, Robinvale VIC 3549

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[mvac.org.au](http://mvac.org.au)



<b>Murray Valley Aboriginal Cooperation Integrated Family Services Worker</b>			
<b>Status</b>	Fulltime	<b>Award</b>	SCHADS
<b>Hours per week</b>	34 Hours per Week	<b>Classification</b>	Grade 3
<b>Length of Term</b>	As per Contract	<b>Salary</b>	As per Contract
<b>Reports to</b>	Family Services Coordinator	<b>Additional Benefits</b>	Access to Salary Packaging
<b>Secondary Report</b>	Human Resource Manager	<b>PD Review Date</b>	12 months

### **Purpose**

To work in cooperation with the Coordinator of the Murray Valley Aboriginal Co-operative Family Services program in delivering services for families in the Robinvale area, according to the aims and guidelines of the program.

The Murray Valley Aboriginal Co-operative Family Services program operates in partnership with the Mallee Child, Youth, Family Services Alliance and Child FIRST, which is a Victorian Government initiative.

“The aim of Family Services is to promote the safety, stability and development of vulnerable children, young people and their families and to build capacity and resilience for children, families and communities.”

### **Position Description**

The Family Services Worker assists in achieving the aims of the MVAC Family Services program by promoting the safety, stability and development of vulnerable children, young people and their families and by implementing strategies which build capacity and resilience for children, families and communities. The position provides a vital link for the community in assessing and identifying the need for family support services.

The Family Services Worker works from MVAC Family Services premises situated at 87 Latje Road, Robinvale.

### **Responsibilities**

- Assist in the planning and development of an appropriate Family Services program which meets the aims of the Victorian Government Integrated Family Services
- Devise and deliver a range of family support interventions according to the Strategic Framework for Family Services, ensuring casework interventions address child and family needs and are outlined in a child and family action plan
- Carry out agreed casework plans, risk assessments and family services plans ensuring they are completed in partnership with families by delivering face to face family services as assigned by the MVAC Family Services Coordinator within the guidelines of the agreed casework action plans

- Organise, attend, document and participate in Care Team meetings, Family Lead Decision Making Meetings where applicable.
- Complete and document timely monitoring and reviewing of client's progress within required programs such as IRIS.
- Implement appropriate assessment, SMART goal planning and review procedures for client management.
- Provide a quality and culturally appropriate service to the Aboriginal, CALD and general community of Robinvale as directed by the Family Services Coordinator
- Liaise with Child Protection services at the local level by working closely with the Community Based Child Protection Worker, including enabling support and referral between services
- Support local youth at risk services and programs by providing referrals and liaising with relevant funded agencies
- Provide monthly written/oral reports to the MVAC Family Services Coordinator
- Participate in ongoing training and openly communicate training needs to Coordinator
- Attend and participate in regular general staff, Family Services meetings and Supervision Sessions as required
- Assist with and support any internal or external auditing processes.
- Additional responsibilities or duties as negotiated with the MVAC Family Services Coordinator

#### ***Expected Behaviours and Personal Attributes***

- Demonstrated understanding of Aboriginal issues
- Demonstrated ability to provide face-to-face support to vulnerable children, young people and their families
- Ability to advocate on behalf of individuals and families
- Preparedness to build a working knowledge of the Family Services program and to comply with related DHS standards
- Ability to communicate effectively with Aboriginal people and to handle cultural issues in a sensitive manner
- Demonstrated ability to work co-operatively and effectively as part of a small team
- An obligation to abide by the MVAC staff code of conduct including representing the Cooperative and the Family Services program in a courteous and positive manner at all times
- Understand legislative requirements regarding and maintaining privacy and confidentiality respecting clients and organisational information.
- While at work, comply with OH&S requirements as noted in the Occupational Health and Safety Act 2004.

#### ***Education, Qualifications and Experience***

Essential:

- Experience in the field of social welfare and community services
- Minimum requirement Certificate III or IV in Community Services
- A working knowledge of the *Children, Youth and Families Act 2005*, the *Working with Children Act (Vic)* and other relevant legislation
- Current Working with Children Check (WWCC) card needs to be provided before commencement of employment by the applicant, the WWCC will need to be maintained by the employee for the period of employment.
- A clear National Police Check will be required before commencement of employment with MVAC.
- Good organisational, time management and planning skills
- Basic computer skills
- Current Driver's Licence

Desirable:

- Current First Aid Certificate level 2
- Knowledge of Best Interest Case Practice Model

***Hours of Operation***

Monday – Thursday: 9.00am – 5.00pm

Friday: 9.00am – 4.00pm

MVAC is closed Weekends and Public Holidays, however Family Services staff is often on call after hours, which accounts for full time hours.

Breaks: 10 minutes each for morning and afternoon tea.

MVAC closes from 12noon to 1pm daily for lunch.

***Conditions of Employment***

Fulltime position: 34 hours a week

***Award***

Social, Community, Home Care and Disability Services (SCHADS) Industry Award 2010

***Other Features***

- Requirement to undertake training in First Aid to maintain current Level 2 Certificate (may require regular updates every two years)

**Recognise staff obligations under the following guidelines:**

- MVAC Staff Manual
- MVAC Policies and Procedures
- All Occupational Health and Safety requirements
- Relevant Child Protection Legislation

***Legislation Specific to this Position***

Principal Act:

Children, Youth and Families Act 2005 (Vic)

Other relevant Acts:

Working with Children Act (Vic)

Child Wellbeing and Safety Act 2005 (Vic)

### **Conditions of Employment**

Fulltime position; 38 hours per week

### **Award**

Social and Community Services (Victoria) Award 2000

### **Other Features**

- A current Police Check is required
- A current Working With Children Check is required
- Requirement to undertake training in First Aid to maintain currency of Level 2 Certificate (may require regular updates every two years)
- Recognise staff obligations under the following guidelines:
  - MVAC Staff Manual
  - MVAC Policies and Procedures
  - All Occupational Health and Safety requirements
  - Relevant child protection legislation

### **Legislation Specific to this Position**

Principal Act:

*Children, Youth and Families Act 2005 (Vic)*

Other relevant Acts:

*Working with Children Act (Vic)*

*Child Wellbeing and Safety Act 2005 (Vic)*

*The Charter of Human Rights and Responsibilities Act 2006 (Vic)*

*Family Law Act 1975 (Cth)*

### **Notice to Staff in regard to Work cover**

#### **Disclosure of information on pre-existing injuries**

If you have any pre existing injuries or diseases that might be affected or aggravated by the nature of your position at Murray Valley Aboriginal Co-operative Ltd, please advise the Chief Executive Officer in writing before commencement of your employment. If you fail to disclose this information or if you make a false or misleading disclosure, then section 82(8) of the Accident Compensation Act will apply and you may not be entitled to workers compensation for any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre existing injury or disease.