About Bethany

Bethany is a vibrant community service organisation based in Victoria that provides a broad range of prevention, intervention, support and educational services to children, young people, families and individuals.

Our Vision: Opportunity for All
Our Mission: Value People, Strengthen Lives, Effect Change
Our Values: Courage, Respect, Integrity, Innovation, Collaboration

Bethany's Statement of Commitment to Child Safety

Bethany is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Position Objectives

This program comprises case work, assertive outreach services, counseling, and case management using a range of interventions including coordinated interventions, home-visiting, office based support, volunteer support and group work interventions.

Organisational Relationships

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Team Leader - Family Services Casework</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Reports</td>
<td>No direct reports.</td>
</tr>
<tr>
<td>External Liaisons</td>
<td>Department of Health and Human Services, Service Providers, key external stakeholders, contractors, networks, committees</td>
</tr>
</tbody>
</table>
Position Description

Capability Framework

- Demonstrates commitment to social justice and social inclusion and advocates for clients to achieve positive change.
- Maintains a positive approach to change and adapts to new or different ways of working.
- Demonstrates appropriate interpersonal skills, actively participates in all aspects of the role, supports colleagues and values diversity in the team.
- Models and promotes organisational values including self awareness, self management and social awareness in communications, problem solving and conflict resolution and promotes Code of Conduct.
- Is aware of relevant legislation and ensures compliance in work practices.
- Openly shares information, participates and contributes to the team to improve client outcomes.
- Shows initiative and looks for ways to work more dynamically.
- Contributes to the development of processes and systems to improve quality of service.
- Utilises formal and informal networks to achieve client outcomes.
- Works with colleagues to enact team plan and understands own role in achieving organisational mission.

Personal Attributes

- Advocates and champions to achieve positive change
- Leads a culture of respectful relationships and behaviour across the organisation.
- Is truthful and ethical and leads and reinforces expected standards of behaviour at all times.
- Generates ideas and solutions and takes advantage of new and emerging opportunities.
- Creates and sustains dynamic and productive relationships to maximise outcomes.

Key Responsibilities

- To provide high quality and effective direct work with families with complex needs including parents or children with intellectual disabilities and/or learning difficulties, using case work, counselling, case management and case co-ordination in the community and in the family's homes. This may include immediate response and long term or short term work as the need requires.
- Undertake comprehensive assessment of children in relation to need and risk utilising the Best Interest Case Practice Model.
- In collaboration with families, establish family assessments, safety plans, goals and interventions to ensure the safety, stability and development of children and empower families utilising the Best Interests Case Practice Model.
- Work respectfully with all families and be mindful of the cultural and social influences that each family may present.
Position Description

- Liaise with other relevant professionals to ensure effective case co-ordination and collaborate closely with a co-located Department of Health and Human Services Community Based Child Protection Worker to provide creative, flexible service responses for children and families with complex issues and who may be difficult to engage.
- Design, implement and facilitate group work programs for service users, as required
- Maintain accurate client records in line with agency standards and procedures, and collect complete and accurate data as required by the agency, Department of Health and Human Services and external evaluators.
- Provide professional leadership practice guidance in child and family welfare and other fields of high relevance.
- Engage with local services as an active member of any network or forum to highlight issues of relevance to child and family welfare practice, as required.
- Actively participate in regular formal supervision with the Team Leader of the Family Services Casework program and actively participate in the supervision of staff and students in the program, as required.
- Make an active commitment to the development and maintenance of a cohesive team and participate in team and agency meetings, staff development and team planning.
- Engagement with establishing a volunteers program. Work collaboratively with volunteers toward achieving family goals and provide case specific supervision to the volunteers.
- Assist Team leader in program development/projects as required.
- Actively support all Integrated Family Services’ engagements in the local community.
- Participate in an annual performance review.
- Participate in monitoring and evaluating performance of Family Services Casework program’s goals and in relation to relevant funding and service agreements.
- Support and participate in the Agency’s continuous quality improvement process.
- Other duties as required.

Key Selection Criteria

**Essential**

1. A relevant tertiary qualification in social work, psychology, Early Childhood Specialist and/or related behavioural sciences at degree level or diploma level
2. Eligibility for membership of a professional association.

**Desirable**

3. Demonstrated ability to work co-operatively and effectively within and across teams, programs and other services to enhance client outcomes.
4. Extensive experience working with vulnerable families within a Case Work/counselling/case management context utilising a variety of intervention skills.
5. Significant experience in provision of quality service intervention to families at risk and child protection concerns and capacity to effectively engage families with complex needs.
Position Description

6. Experience in mentoring and/or supervision of staff to contribute to practice knowledge.

7. Capacity to lead and support change at a program and operational level.

8. Experience in the design and development of groups.

9. Have a comprehensive knowledge and background and demonstrated experience in at least one of the following areas;
   - Mental health
   - Drug and alcohol
   - Child development
   - Community development
   - Child Protection
   - Disability Services
   - Family Therapy

10. Ability to work under pressure and meet deadlines. Proven capacity to achieve program goals and targets within timelines using high level organisational and time management skills.

Mandatory


12. A satisfactory criminal records check and Working with Children Check.

Conditions and Remuneration

<table>
<thead>
<tr>
<th>Salary</th>
<th>This position is classified as an award payment on the Social Community HomeCare and Disability Services Award 2010, Social and Community Services Employee, Level 6, Pay Point 1-3. Salary range is $71,519 to $74,949. In addition, the package also includes salary sacrifice as per government legislation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordinary Hours</td>
<td>Hours of work will be Monday to Friday, 38 hours per week to be worked between agency hours of 8am to 7pm.</td>
</tr>
<tr>
<td>Conditions</td>
<td>Other conditions of employment as per the Bethany Enterprise Agreement.</td>
</tr>
<tr>
<td>Qualifying Period</td>
<td>This position is subject to a minimum employment period (6 months qualifying) during which time the employee’s suitability for ongoing employment will be assessed.</td>
</tr>
<tr>
<td>Travel</td>
<td>Travel will be required to other Bethany offices and across the South West region and other locations.</td>
</tr>
<tr>
<td>Physical Requirements</td>
<td>Sit at a computer or in meetings for extended periods - Daily</td>
</tr>
</tbody>
</table>
### Position Description

- Work in an open plan office - Daily
- Driving - Daily
- Outreach home visits -Daily

### Mandatory Requirements

- Satisfactory Police Check
- Current employee Working with Children Check
- Current Drivers Licence

### Right to work in Australia

You must either be an Australian citizen; or have permanent residence status; or an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.

### Applications

**Further Information**

Danielle Lavithis- Team Leader Family & Housing Services

**Phone or Email**

(03) 55640700 or dlavithis@bethany.org.au

**Applications**

To apply visit our website www.bethany.org.au.

Applications will need to include cover letter, resume and letter addressing the key selection criteria.

**Closing Date**

5.00pm Wednesday 30 August 2017