



# Integrated Family Services Practitioner

## POSITION DESCRIPTION

<b>Unit</b>	Family Services
<b>Reports to</b>	Integrated Family Services / Family Preservation Reunification Team Leader
<b>Direct Reports</b>	Not Applicable
<b>Hours of Work</b>	38 hours per week
<b>Employment Type</b>	Full time, 12 months
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award [MA000100]
<b>Classification</b>	Social & Community Services Employee Level 3.1 – 3.4
<b>Remuneration</b>	As per award classification
<b>Salary Packaging</b>	Range of salary packaging benefits are offered to part-time and full-time employees.
<b>Location</b>	Heywood or Hamilton locations as required
<b>Probationary Period</b>	A six-month probationary period will apply for new employees

# 1. PRIMARY PURPOSE OF POSITION

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The purpose of this position is to operate in partnership with families and services to assist families achieve their goals of stability, safety and developmental wellbeing for their children and young people and liaise closely, and on occasion, work with other family services programs, including the Kinship area.

# 2. KEY RESPONSIBILITIES

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The key responsibilities of this position are to:

- Support Aboriginal and Torres Strait Islander families with complex needs
- Provide referral pathways in parenting and mentoring
- Case manage families and clients for Family Services
- Liaise with community and government organisations in a professional and productive manner
- Assess, record and report contact and case notes on specific databases ie IRIS, CRIS, CRISSP, Infoxchange
- Attend meetings and workshops
- Actively contribute to the development and implementation of unit policies, procedures and forms
- Complete all reporting requirements
- Attend relevant training sessions
- Other duties as required within the scope of this role and coordinated through the Family Services Manager.

# 3. WINDA-MARA VISION AND VALUES

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## OUR VISION

*“That Winda-Mara Aboriginal Corporation is recognised as a progressive leader and a catalyst for positive change enabling Aboriginal people in Victoria’s far south-west to lead fuller lives”.*

Our vision will be achieved by focusing on four themes.

<b>“Mara”</b> People	<b>“Kooyoorn”</b> Organisation	<b>“Meerang”</b> Country	<b>“Culture”</b> Culture
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## OUR VALUES

Our values and behaviours **prepares** us for sustainable success with our vision, our communities and each person.

<b>Professionalism</b>	Acting and practicing in a cultural, ethical, respectful, and inclusive manner.
<b>Responsiveness</b>	Responding in a timely, engaging, respectful and culturally appropriate manner.
<b>Empowerment</b>	Building, strengthening and empowering individual and community decision making.
<b>Partnership</b>	Creating better client outcomes through strong partnerships.
<b>Accountable</b>	Responsible monitoring and reporting systems ensuring transparent and accountable service delivery.

<b>Respect</b>	Respect for those clients, work colleagues, community members and others that we meet and work with each day.
<b>Effectiveness</b>	Effective 'results orientated' services meeting the needs of the community.
<b>Social Justice</b>	Providing justice, equity, social equality, and human rights.

#### 4. SKILLS, EXPERIENCE AND KNOWLEDGE (KEY SELECTION CRITERIA)

1. Sound knowledge and understanding of local Aboriginal Culture, values, needs, issues and the ability to effectively communicate with Aboriginal community/people
2. Demonstrated ability to support others positively
3. Demonstrated knowledge and extensive experience in the Family Services area
4. Highly developed skills and experience in the provision of case management to families and their children to assist promoting positive change
5. Knowledge of, and experience in the application of relevant theoretical approaches, and a range of appropriate service responses to children, youth and families
6. Ability to develop relationships with internal and external stakeholders
7. Good written and verbal communication skills including the ability to prepare documentation and public speak
8. Ability to work in a team environment
9. Excellent computer skills.
10. Already obtained or prepared to study Diploma in Community Services

#### 5. POSITION REQUIREMENTS

Y	Current Drivers License
Y	Ability to obtain and maintain a National Police Check
Y	Ability to obtain and maintain a Working with Children Check
N	This position is not a designated Aboriginal and Torres Strait Islander specific position, however Aboriginal and Torres Strait Islander people are strongly encouraged to apply.
Y	After hours and weekend work may be required
Y	Pre-employment declaration
Y	All positions are subject to funding

#### 6. GENERAL TERMS OF EMPLOYMENT

All employees are to:

1. Abide by Winda-Mara's Policies and Procedures, Values and Code of Conduct.

2. Act in a safe manner to provide a safe working environment.
3. Participate in an Annual Performance Review and any other review processes.
4. Participate in training and other support as appropriate.
5. Attend and participate in team and divisional activities, meetings, and day to day work activities demonstrating respect and consideration for individuals and their experiences and expertise.
6. Communicate constructively to other team members, company employees, clients and members.
7. Communicate and participate in improvements to processes, practices and procedures.
8. Actively work with and support other employees to achieve organisation's goals.
9. Disclose any pre-existing injury/injuries and/or medical condition/s, which could be aggravated by the type of employment they are applying for. The existence of an injury/injuries and/or medical condition/s will not preclude the applicant from employment unless they are unable to perform the inherent requirements of the position. However, failure to disclose any relevant information may affect a claim for Worker's Compensation.

Please forward your application for this position to [peopleandculture@windamara.com](mailto:peopleandculture@windamara.com)