



West Moonah Community House

Position Description

POSITION TITLE	Family Support Worker/Counsellor
EMPLOYMENT STATUS	Part-time, 7 hours per week
EMPLOYMENT TERM	Part-time commencing mid February to December 2019
EMPLOYMENT INSTRUMENT	Social, Community, Home Care and Disability Services Award
CLASSIFICATION	Level 5.1
LOCATION	The position is based at the West Moonah Community House, 130 Springfield Avenue, West Moonah
WORKING ENVIRONMENT	<p>The West Moonah Community House is a member of the community house network of 35 houses in Tasmania. We provide a wide range of services to our local community, including learning opportunities, access to service providers and a place to meet socially. The West Moonah Community House is committed to providing a supportive work environment, both physical and emotional. This includes adherence to occupational health and safety legislation and adherence to the policies and procedures of the West Moonah Community House.</p> <p>All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable workplace and the elimination of workplace harassment and discrimination. Smoking is prohibited in all workplaces.</p>
TERMS OF EMPLOYMENT	<p>The terms of employment shall be governed by the SCHCDS.</p> <p>Appropriate annual leave and personal leave entitlements will apply.</p>
RESPONSIBILITY:	The Family Support Worker/Counsellor will be responsible to the Manager of West Moonah Community House, but on a day to day basis works with a degree of autonomy and initiative.

GENERAL:

The purpose of neighbourhood houses in Tasmania is to work as community operated organisations building community capacity in socially isolated and disadvantaged local areas or neighbourhoods.

The Goals of Neighbourhood Houses are

- Connect Community
- Support People
- Create Opportunity
- Local Leadership

Neighbourhood Houses must consult and respond to the specific needs of their communities within their own resources and in partnership with other government and non-government agencies and organisations.

The West Moonah Community House is an independent Incorporated Association, funded by the Department of Communities Tasmania and operates within the Neighbourhood House Program Strategic Framework 2018-2021.

SCOPE OF POSITION:

The Family Support Worker/Counsellor aims to build family capacity by providing professional support to families using partnership, strengths-based and family-centred approaches. Support is provided in both group settings and on an individual basis. Support is targeted specifically at vulnerable families and those with more complex needs.

FAMILY SUPPORT WORKER/COUNSELLOR'S PRIMARY RESPONSIBILITIES:

- Conduct one on one counselling sessions
- Support parents in their parenting role either individually or in group settings, using partnership, strengths-based and family-centred approaches.
- Facilitate group processes that are welcoming, encourage parent / child interactions and build relationships.
- Build and maintain strong networks, service delivery partnerships, including for the delivery of group activities, and effective referral pathways.
- Provide evidence-based parenting information and education material.
- Participate in and support community development processes.
- Collect and record data and information for the purpose of accountability, evaluation and reporting requirements.
- Adhere to privacy and confidentiality policies as outlined in the West Moonah Community House's Manual.
- Promote and maintain safe work practices in accordance with West Moonah Community House's OH&S policies.
- Any other duties relevant to the position as delegated by the Manager of the West Moonah Community House, such as accessing supervision, attendance at meetings, events and workshops and supporting and training volunteers.

SELECTION CRITERIA

Essential:

Applicants should be able to demonstrate their experience and knowledge with regard to the following selection criteria:

- Formal tertiary qualifications in Social Welfare, Health or allied areas (Diploma as minimum requirement)
- Demonstrated community sector experience
- Demonstrated experience in working alongside families, using a partnership, strengths-based and family-centred approach, to achieve agreed outcomes.
- Understanding of relevant Federal and State legislation and how it relates to the care and protection of Children in your state or territory
- Experience and understanding of the importance of the “early years” and child development
- Highly developed communication and interpersonal skills including the ability to negotiate and advocate on behalf of families
- Knowledge and experience in group processes and facilitation, especially with vulnerable families
- Advanced analytical and evaluation skills.
- Current state/territory Australian driver’s license and willingness to use private vehicle if required. (Reimbursement of approved work related travel expenses are made by West Moonah Community House)
- Current Working with People Check
- Current Australian Police Check

Desirable:

- Experience working with families from culturally and linguistically diverse (CALD) background, Indigenous, low socio-economic, young parents, and socially or geographically isolated families
- Understanding of government and non-government organisations within the local area, including access to services for families.
- Understanding of community development principles.

Signed _____
Mel Knuckey
Manager

Signed _____
Family Support Worker/Counsellor

Date _____

Date _____