

21 July 2021

Dear Applicant,

Family Services Specialist Disability Practitioner

Thank you for your interest in the above position with Junction Support Services. Enclosed, please find the Position Description and Reference Check documents that you will require in order to apply for this role.

The Position Description is an important document with regards to your application as it outlines the key objectives and responsibilities of the role, as well as the conditions of employment. This will help you to identify the skills and attributes Junction Support Services is seeking for this role.

The Position Description also contains information regarding how to apply, and a list of selection criteria. It is very important that you address each of the selection criteria points in your application to demonstrate your suitability for the role you are applying for.

For further information regarding your application, the position or the organisation, please do not hesitate to contact People & Culture Officer, Brittany Pearson on 02 6043 7400 or 0429 569 312.

Yours sincerely,

Brittany Pearson

Brittany Pearson
People & Culture Officer
Junction Support Services

Position Description

Document Control

Program:	Specialist Adolescent Services (SAS)
Position Title:	<i>Family Services Specialist Disability Practitioner</i>
Version No:	01
Probationary Period:	6 months
Location:	Junction Wodonga Office
Award:	Social, Community, Home Care and Disability Services Award 2010 (Victoria)
Classification:	Social and Community Services Employee Level 5, Paypoint 1- 3 (<i>paypoint dependent upon qualification and/or experience</i>)
Hours of Work:	Monday to Friday between 9:00am to 5:00pm, worked at 76 hours per fortnight
Tenure:	12 months fixed term to 30 June 2022
Reports To:	Specialist Adolescent Services Team Leader
Prepared By:	Specialist Adolescent Services Manager
Date Approved/Updated:	27 th May 2021

Junction Support Services (Junction) is committed to social change and has been working to reduce poverty and homelessness in communities in North East Victorian since 1989.

The organisation is a not for profit community services organisation providing support to children, young people, single adults and families who are disadvantaged through poverty, homelessness, family violence, mental ill health and drug and alcohol addiction.

Mission

We work with individuals and families to support them to achieve their full potential

Vision

Communities without disadvantage

Goals

- Innovative service delivery
- Secure funding streams
- Employer of choice



We acknowledge the support of the Victorian Government

- A positive presence in our communities
- Strong governance

Our Values

Everything we do is underpinned by our core values:

- Equity, Access & Diversity
- Innovation
- Collaboration

Our values are embedded in our organisation and form the basis of our strategic and business planning, recruitment processes, training and leadership development.

We provide trusted human services to our clients by promoting our values to achieve our goals. We ensure our staff treat people as individuals and promote and encourage decision making and community involvement across our services areas.

Our employees proudly provide quality services to our clients in a flexible, honest, fair and confidential manner.

Integrated Family Services provides a long term, coordinated approach and response to vulnerable children and families who have multiple and complex needs. The aim is to:

- Divert a significant proportion of families currently notified to child protection services to community based services.
- Minimise client re-notifications and the progression of families into the statutory system.
- Provide an improved service capacity for families who may not be exposed to child protection services; and
- To enhance collaborative linkages between families, support services, schools and government agencies.

Position Objectives:

1. To support families with NDIS access and participation and assisting families to navigate systems of disability support, including the National Disability Insurance Scheme (NDIS), disability advocates, disability service providers and mainstream services.
2. In a collaborative, care team approach, develop individualised therapeutically focused action plans for children, young people and their families where disability support needs are identified.

3. Allow for an innovative and creative response to the needs of all family members and assist in linking families with third party supports where required, including NDIS access and navigation.
4. To build both disability and NDIS expertise across the community-based family services system, inclusive of case consultations.

Organisational Context/Relationship:

The position of Family Services Specialist Disability Practitioner reports directly to the Specialist Adolescent Services Team Leader.

Internal Liaison:

- CEO
- Client Services Manager
- Specialist Adolescent Services Manager
- Specialist Adolescent Services Team Leader
- Specialist Adolescent Services Team
- Other staff members and managers from Junction
- Service Users

External Liaison:

- Department of Families, Fairness and Housing (DFFH)
- Child FIRST
- Upper Murray Family Care (UMFC)
- Queen Elizabeth Centre (QEC)
- Gateway Community Health
- VACCA
- McKillop Family Services
- Wodonga, Benalla and Mansfield Council
- Local Government, State & Federal Government Departments
- Other Community Groups
- Education and Training Providers
- Statutory Authorities
- Health Providers
- General Public
- Disability Providers

Key Responsibilities:

Service Delivery:

- Identify and address the disability support needs of the family and undertake disability-related goal setting.
- Provide a case management function to support vulnerable families to effectively utilise NDIS services to enhance family functioning and client outcomes.
- Support families to prepare for their plan reviews and attend planning meetings to support plan reviews and advocate for the needs of the client.
- Develop a comprehensive understanding of the NDIS funded supports that can contribute to building family capacity and sustainability of care.
- To think innovatively when exploring the support needs of clients and the delivery of service.
- Develop and deliver parenting strategies to support the strengthening and stabilising of the family tailored to the individual needs of children ensuring positive behaviour support strategies are at the forefront.
- Provide consultations to other child and family services agency practitioners on disability and NDIS-related matters.
- Build the ongoing capacity of all family services practitioners to support families to navigate the NDIS to receive timely access to disability supports.
- Actively seek out the voice of children and young people and advocating for their voice to be heard.

Partnerships:

- Establish cooperative relationships with local disability services, such as NDIS providers, Local Area Coordinators and/or Support Coordinators.
- Build relationships with specialist schools to encourage the early identification and early support of families where the complexity of the disability support needs is likely to cause increased family pressure.
- Work collaboratively with DFFH Divisional Disability and Principal Disability Practice Advisors (DPA/PDPAs) to identify families with complex disability support needs at risk of breakdown due to unmet disability support needs and who may require a DPA/PDA response.

The Organisation:

- Implement Junctions' aims and objectives through competent work practices.
- Comply with Junctions' policies and procedures, funding guidelines and legislative requirements.
- Keep up to date with relevant developments, legislation and regulations.

- Adhere to established protocols that exist between Junction and other service providers.
- Follow Occupational Health and Safety standards, guidelines and practices. Participate in the identification of potential and actual hazards and managing risks.
- Take responsibility for input into the day-to-day operations of the organisation, as well as policy development.
- Maintain the organisation's ideological framework of a strength-based work practice.
- Contribute to team building principles.
- Individually contribute to ensure effective communication occurs within the organisation.

Administration, Quality and Risk:

- Ensure the highest quality of service provision through a commitment to organisational values, policy and procedure adherence, and maintenance of positive relationships with key stakeholders.
- Complete data collection and reporting as required.
- Other projects and duties, as required.
- Comply with Junction policies and procedures and ensure Child Safety at all times.
- Raise and report any concerns about Child Safety immediately.
- Maintain administrative requirements of the program including confidential client records, reports and data collection processes.
- Ensure all IRIS data is completed within specified timeframes, are up-to-date and distributed to appropriate people.
- Provide written reports – for example, court reports, case assessment reports, critical incident reports, and best interest review reports, as required.

Personal accountability

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships.
- Compliance with Junction's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Junction employees and external stakeholders in accordance with Junction's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.

- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to the position.
- Actively participate in the Junction's Performance Development Framework as per Junction's Performance Development Policy.
- Participate in own training and professional development as identified through the Professional Development System.
- Ensure 100% compliance with all aspects of the Performance.

Other:

- Participate in relevant organisational meetings – for example staff and team meetings.
- Attend and participate in alliance meetings and other meetings as directed by the Specialist Adolescent Services Manager and Team Leader.
- Undertake other duties as required by the organisation.

Employment Benefits:

- 5 weeks annual leave pro rata
- 17.5% leave loading on 4 out of the 5 weeks annual leave per annum
- Generous salary sacrificing available with a wide range of options
- Annual wage increases (in accordance with Fair Work adjustment or CPI)
- 50 hours or \$500 pro rata (whichever occurs first) to contribute to non-mandatory training fees, for relevant training to the position held
- The support of regular internal supervision
- The potential to take leave without pay and an unpaid career break
- Ability to take all personal leave days as careers leave
- 4 weeks paid maternity leave or 1 weeks paid paternity leave
- A supportive environment that includes comprehensive induction and assistance with professional development

Selection Criteria:

1. A relevant tertiary qualification in Disability, Social Work, Psychology, Early Childhood Specialist and/or relevant demonstrated experience.
2. Experience in the provision of intensive and sustained support provided to vulnerable families with disability, including those with complex disability support needs and demonstrated understanding of the National Disability Insurance Scheme Act (2013), the National Disability Services Standards, and the needs of people with a disability and their families.
3. Experience in actively engaging vulnerable children, youth and families, and delivering a range of interventions to improve their safety and outcomes
4. Skills in providing case consultation and capacity building of practitioners.
5. Proven ability to assess the needs of families, children and young people, to develop and implement appropriate plans in relation to those needs, to evaluate their effectiveness and to review and alter these plans in accordance with their changing needs.

Conditions of Employment:

This position is full time, fixed term at 76 hours per fortnight to 30 June 2022, based in Wodonga. The service is operational Monday to Friday, 9:00am to 5:00pm. The position will require some work to be undertaken outside of normal working hours. There is no paid overtime, but any extra hours worked will be accrued as Time in Lieu.

The salary for this position is classified under the Social, Community, Home Care and Disability Services (Victoria) Award 2010 as Social and Community Services Employee Level 5, Paypoint 1-3 (paid at over award wage). The Paypoint selected as the commencement level of salary will depend upon qualifications and proven relevant experience. This position includes generous salary sacrificing options. The terms and conditions of employment are in accordance with Junction Support Services' Enterprise Agreement (2017).

A maximum accrual of 14 hours' time in lieu applies at any one time and is to be taken within one month of its accrual. No more than four (4) weeks annual leave is to be accrued without manager's approval. You will be required to participate in Junction's after hour's On-Call service, which is on a roster system, after 3 months from your commencement date. Training will be provided to you by Junction.

Employer superannuation contributions will be paid in accordance with the Superannuation Guarantee Charge Act.

The successful applicant will initially be engaged for a probationary period of six (6) months. A probationary review before six (6) months will be undertaken.

The successful applicant will be required to undergo satisfactory pre-employment checks, including two (2) professional referees, a criminal records check, Victorian Working With Children Check, and proof of qualifications.

Organisational vehicles are available for authorised use and are to be used at all times for work-related purposes in accordance with the organisation's Motor Vehicle Policy. For this reason, it is a requirement that all employees hold a current and valid driver's licence whilst employed with the agency.

Accrued leave entitlements will be carried over for the successful internal applicant.

Application Procedure:

Junction Support Services does not bind itself to make any appointment whatsoever from applications received.

Applications must include:

- a covering letter;
- statements addressing each of the selection criteria points (found above);
- resume/CV detailing employment history and experience;
- a completed Reference Checks form (within this employment pack) providing the names and contact numbers of three professional referees (include current employer/supervisor) who can provide comment on work performance.

Applications must be received by **10am, Wednesday 4 August 2021** and emailed to:

recruitment@junction.org.au

Alternatively, sent to:

Brittany Pearson
People & Culture Officer
Junction Support Services
PO Box 1490
Wodonga VIC 3689

For further information regarding details about the position, please contact People & Culture Officer, Brittany Pearson on (02) 6043 7400 or 0429 569 312.

Applicants invited to attend an interview must bring to the interview their original certificate as proof of qualification.

Declaration of Current and Ongoing Capacity:

(To be signed by successful applicant only)

I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position as described both in writing in this document, along with any verbal explanations in terms of:

- a) The knowledge, skills and attitudes required; and
- b) My physical and psychological capacity to undertake the work.

I understand and accept that I must also comply with Junction's policies and procedures.

Additionally, I agree to notify Junction Support Services of **any change** in my capacity to meet the requirements as outlined in this Position Description, including any changes in the status of my driver's licence and/or my ability to meet legislative requirements such as the Working With Children Check and police check.

Signed:

Witnessed:

Date:

Junction Support Services is a child safe organisation and is proud to be an equal opportunity employer.

Reference Checks

I, <name>....., consent to any reference checks that may be necessary to support this application.

Please give the names and telephone numbers and of three professional referees whom we can approach for references. These people will need to be able to adequately comment on the specifics of your work performance. Ideally this would be a current supervisor or direct manager, and therefore no personal referees should be supplied. Please note the third referee is required to ensure our recruitment process remains efficient and therefore, they may not be contacted.

Referees

1. Name: Phone Number:
Organisation:
Relationship:
(eg, supervisor, manager, lecturer)

2. Name: Phone Number:
Organisation:
Relationship:

3. Name: Phone Number:
Organisation:
Relationship:

I confirm the above referees have consented to act as a referee on my behalf and have given me permission to release their contact details to Junction Support Services for the purpose of this application. I understand that failure to gain the consent of the persons listed above to act as referees and provide their contact details may result in Junction Support Services not considering me for employment.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with Junction Support Services' Privacy Policy, including the provision of access to that information.

I understand that any false or misleading information given in this application may render my employment, if I am appointed, liable to termination. I declare that to the best of my knowledge, the above information and that submitted in any accompanying documents is correct.

Applicant's Signature: Date:

Note: This completed form must be attached to your application.