

# Position Description



<b>Job title</b>	Support Worker, Family Foundations
<b>Department</b>	Strengthening Families
<b>Reports to</b>	Program Coordinator – Sudbury Community House
<b>Date prepared/reviewed</b>	July 2021
<b>Location</b>	Sudbury Community House Mirrabooka
<b>Position Details</b>	Max Term - Part Time

Our purpose is to inspire people, enliven communities and confront injustice. We address the causes of vulnerability and disadvantage, stand for a just society and support individuals and communities to be valued and connected.

## Position Objective

Brief summary of position's purpose.

The purpose of this position is to support the coordination of a community service program, support group sessions and support the further development of the community service program through building community links and service provider links.

Community service program - Family Foundations is a community engagement program that provides a safe space for families to connect to other families, service providers and learn new skills.

## Values and Associated Behaviours

Uniting's Values and Behaviours which inform the job holder's decisions and actions.

- **Imaginative** – We challenge convention, explore new possibilities and dare to dream for a better future
- **Respectful** – We act with honesty and integrity, and open our hearts to all people without exception
- **Compassionate** – We are nurturing, generous and thoughtful in our words and deeds
- **Bold** – We face injustice head on and stand up for what is right and true with confidence and strength.

Additionally, the role will:

- Respectfully work within the Christian ethos of the Uniting Church
- Works in a way that is consistent with Uniting WA's leadership expectations
- Operate ethically and enhance the integrity of the organisation.

## Key Responsibilities

These represent the key outputs of the job, the job's deliverables. They are not specific activities in themselves. These form the basis of the objectives and measurements set for the job holder under the Uniting Performance Management System annually.

- Support the operational delivery of the program/service within agreed contractual, legislative and planned requirements.
- Provide a safe and welcoming environment for clients
- Build positive relationships and rapport with clients
- Support meal planning, preparation and service in accordance with nutrition and safe food handling guidelines
- Support effective relationships with key community service networks and other relevant partner agencies.
- Collect and compile data and information to support the completion of accurate, useful and timely reports
- Apply therapeutic knowledge while facilitating group sessions
- Ability to work cross culturally with CALD, Aboriginal and non-Aboriginal families and an understanding of the different needs that may be experienced by all families engaged with the service.
- Assist in identifying continuous improvement of the program
- Actively participate in professional development, supervision and team activities
- Accurately maintain client and agency documentation in accordance with agency procedures
- Ensure that safety considerations are a priority in all work undertaken by employees and volunteers and all critical incidents reported to the Program Coordinator
- All other duties as required.

## Standard Key Responsibilities (for all Uniting staff)

- To operate within delegated authority and comply with legal, regulatory obligations and requirements of our internal policies and procedures.
- Identify and deal (manage and monitor) with risks associated with Uniting.
- Compliance with the values and associated behaviours of Uniting.
- Compliance with the policies and procedures of Uniting including statutory policies.
- Completion of any training and associated assessments identified as a requirement of the position.

## Competencies

The knowledge and soft skill requirements necessary for this position.

- Well-developed communication and interpersonal skills, including the ability to work and communicate effectively with staff, clients and other professionals.
- Experience in working with complex clients to achieve positive outcomes
- Demonstrated experience in assisting with group facilitation
- Demonstrated experience in meal preparation and safe food handling procedures
- Demonstrated knowledge of referral services and agencies
- Experience and understanding of Aboriginal culture and the impacts of the Stolen Generation
- Demonstrated administrative skills including computer literacy and capacity to maintain records and statistical data as required

## Qualifications

Education, experience and technical skills required for this position.

- Tertiary qualifications in a relevant discipline or equivalent experience appropriate to the role that are linked to the key competencies of the role
- Experience in a similar type role
- Experience in group facilitation
- Current Drivers licence
- Current National Police Clearance
- Current Working with Children Check

## Additional Information

Any additional information that would be helpful to someone trying to understand the nature, scope or purpose of the position.

This role is required to engage with a number of external parties including:

- Carers/Parents/Children
- External agencies
- Community
- Service Users.