

## Position Description

<b>Position Title:</b>	Aboriginal Family Worker
<b>Location:</b>	Muloobinba Aboriginal Corporation – Project delivery will be Newcastle and Lake Macquarie LGA
<b>Directly Reports to:</b>	Family Services Manager Chief Executive Officer
<b>Hours of Work:</b>	Part time/Full time Day worker hours between 6 am to 8 pm
<b>Award</b>	Social, Community and Home Care Services and Disabilities Services (SCHADS) Award
<b>Probationary period</b>	6 months from commencement date
<b>Performance Review</b>	6 months after the commencement date and annually thereafter

### Scope of the Aboriginal Family Worker

Aboriginal family workers use a strength based approach to assess vulnerable low risk families and identify supports that will build resilience in children and young people and enhance family capacity and living skills.

Aboriginal family workers support families, children and young people through family led decision making that assist in empowering families to lead change in their own lives

Aboriginal family workers are focused on providing professional short term intervention to assist families on improving their relationships with their children and providing advice and support regarding children’s behaviours to assist in building positive parenting skills.

### Provide one on one family support to families

- Provide one on one support to families in the home or a suitable location
- Actively engage children, young people, and families in the program via home visits, telephone contact, team meetings and professionals’ meetings.
- Create case plans for individual families to identify goals and assist in positive outcomes with support
- Identify any barriers that may inhibit parents from achieving their goals
- Accurately and objectively document any contact for a child, young person or family
- Create individual files for each family and update on a regular basis
- Provide suitable referrals to other service providers where necessary and work with the provider to ensure the referral has been accepted
- Advocate for families with other services, to achieve appropriate support for particular families and better service provisions for families in general

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- Develop parenting resources, communication and support skills for parents/carers
- Provide flexible services to meet the needs of the family
- Increase parents/carers knowledge of children development, parenting strategies and assist parents to implement effective strategies
- Act as an advocate for clients and their families; attend case conferences, child protection planning meetings and network meetings as required for effective case support
- Providing quality and safe services ensuring a trauma informed, culturally sensitive approach to the needs of children, young people and their families
- Positive role modelling and mentoring for children, young people and their families, ensuring consistent, appropriate and positive activities that are designed to build resilience and relationships.
- Assist with appointments, routines and therapeutic behaviour support
- Work in a strengths-based, child-centered, family-focused way where the wellbeing and safety of children and young people remains paramount.
- Strengthening family connections, promoting placement prevention, and promoting the safety of children, young people, and parents
- Competently and sensitively prioritise tasks to provide optimal service delivery to families.
- Update Manager of case related issues and developments as well as other general matters

### Intake and Assessment

- Review and assess the criteria for Aboriginal family support against new referrals
- Actively participate in the referral and intake process
- Identify goals
- Provide assessment and case planning
- Coordinate appropriate services involved with the family to address needs and risks
- Monitor and evaluate the effectiveness of the services delivered to the children and family

### Provide Information, Advice and Referral

- Provide comprehensive information and advice to families
- Provide information and support to enable families to access appropriate services
- Be an entry and referral point for families requiring support
- Liaise with other service providers to promote the programs within the organisation

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Provide Parenting programs and group activities

- Facilitate regular evidence based parenting programs for parents
- Source suitable venues for programs and or groups in locations that are centrally located and easy accessible
- Regularly promote programs and groups to recruit participants for the programs/groups
- Develop working relationships with government and non government agencies for the recruitment of families and delivery of programs and groups
- Document all information for the programs/groups including attendees, location and observations
- Facilitate high quality group work and parent education as required

Provide Aboriginal supported playgroups

- Source suitable venues to facilitate supported playgroups in locations that are centrally located and easy accessible
- Regularly promote the supported playgroup to recruit parents for the playgroups
- Develop working relationships with government and non government agencies for the recruitment of families and delivery of programs and groups
- Participate in the Supported Playgroup as a Family Worker to provide advice, information, and referrals to clients.
- Document all information for the programs/groups including attendees, location and observations

Provide Energy Accounts Payment Assistance (EAPA) to the Community

- Complete initial online training to become an authorised EAPA user/assessor
- Follow the EAPA delivery guidelines when delivering the program
- Complete the EAPA assessment form online
- Support the client to contact the energy provider during the assessment
- Provide information on programs within our organisation and other service providers as required

Workplace Health and Safety

- Undertake appropriate risk assessments when home visiting and alert the Manager to any identified risks
- Abide by the policy and procedures of Muloobinba Aboriginal Corporation that refer to safe work practices
- Undertake and or participate in safety planning for families where required
- Take personal responsibility for safe work practices in all activities in the office and other locations
- Comply with the organisations Workplace Health and Safety policy and procedures
- Report any safety hazards

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Work as a part of the Muloobinba team

- Uphold the Code of Conduct of the organisation
- Promote, understand and work within the policies and procedures of the organisation
- Positively and constructively participate in staff meetings
- Report to the Manager in relation to service delivery and program functioning
- Participating in professional development requirements including training opportunities as they arise
- Participating in feedback and monitoring processes such as practice/program reviews with team members
- Making positive contributions to the planning and development of Family Services as well as Muloobinba Aboriginal Corporation
- Share resources and information with other staff
- Undertake duties as directed by the Manager

Resilience

- Remain calm with the ability to cope effectively in times of conflict or difficulty
- Accept and respond appropriately to constructive feedback
- Set and maintain appropriate boundaries between personal and professional relationships and responsibilities
- Promote collaborative teamwork including attendance at team and staff meetings as required
- Actively participate in supervision
- Maintain a professional manner and represent Muloobinba Aboriginal Corporation positively.

Other duties as required

- Perform work to the best of your ability at all time
- Promote and protect the interests and reputation of Muloobinba Aboriginal Corporation
- Work collaboratively with local community networks and liaise successfully with a range of organisations and individuals
- Follow all reasonable and lawful directions given to you by the organisation, including complying with policies and procedures as amended from time to time and any other duties as required

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