

## JOB DESCRIPTION

<b>Job Title</b>	Key Worker – Parent Child Service
<b>Department</b>	Disability and Support Services
<b>Responsible to</b>	Team Manager

**Overall Purpose and Aim of Role:** To make a positive and lasting difference to the lives of children, young people and families.

### Core Tasks

- To work with individuals who have a cognitive disability to reach their parenting goals and raise happy, healthy children
- To mentor and lead the support team in the delivery of direct support to individuals.
- To work closely with the Social Work and Therapy Team to ensure a fully integrated service.
- To actively participate in and contribute to Key Care Team meetings and case/goal planning.
- In consultation with the Key Care Team contribute to the assessment of need, work in partnership with key stakeholders to enhance parenting skills; improved access to local resources; safety awareness; enhanced coping skills; stronger relationships; and practice household skill building.
- To develop, implement, monitor and review individual goal plans including supporting young adults living independently or transitioning to independent living.
- Facilitate practice and lead Support Workers by conducting peer group supervision, live supervision and 1:1 supervision as required.
- To deliver direct support to individuals that assists in meeting their identified goals.
- To model positive parenting behaviours.
- To acknowledge and celebrate successes.
- To complete daily records including data entry of work undertaken and provide these promptly in line with Key Assets Policies and Procedures and keep up-to-date and accurate information, including contact reports.
- Provide overnight and weekend support on a rostered basis as required.

### Key Responsibilities

- To utilise knowledge and understanding of child development and the impact of trauma on individuals in order to employ a person-centered, strengths-based approach to practice.
- To observe and implement Child Protection and Child Safe Procedures, Better Care Better Services Standards, the National Standards for Disability Services and NDIS Quality and Safeguarding Practice Principles and adhere to Safer Caring Guidelines.
- To work within the evidence-based frameworks of the program, the Key Care Team, Key to Care Framework to deliver an integrated holistic response to complex family situations
- To liaise with other agencies and professionals as directed, including supporting individuals to develop community contacts/networks.
- To actively encourage and develop each individual's social, physical, intellectual, cultural, emotional and spiritual needs and any special needs they may have.

- To participate in the review and evaluation of the program.
- To ensure, that all interventions are in line with the model, evidence-based and agreed with the Key Care Team.
- Complete all compulsory training within allocated guidelines and timeframes.
- Participate in supervision with Social Worker.

#### **Additional Duties**

- The post holder will be expected to demonstrate the Key Assets' values.
- The post holder will be expected to undertake any training and development deemed necessary for the pursuance of the post.
- The post holder will be expected to reach a minimum basic standard of I.T. competence to be able to use Company electronic systems effectively.
- The post holder will be expected to ensure compliance with Equal Opportunities Policy and Procedure and to work in a manner which is inclusive of all employees and stakeholders, which includes Aboriginal and Torres Strait Islander's, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds.
- The post holder will be expected to comply with the workplace no smoking policy in place and ensure that Health and Safety is observed in the course of employment.
- Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping Senior Management informed of work in progress and inform Senior Management immediately of any child protection matter, restrictive practice or serious complaint.
- Participate actively in supervision and professional development.

**It is the nature of work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description and have to be undertaken.**

<b>Signed by Job Holder:</b>	
<b>Date:</b>	
<b>Signed by Line Manager:</b>	
<b>Date:</b>	

**PERSON SPECIFICATION**  
**Key Worker – Parent Child Service**

Note to Applicant: When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

**Key:** Assessed by Application Form: **A**  
 Assessed at Interview: **I**  
 Assessed by Test/ Exercise (if applicable) **T**  
 Assessed by Documentary Evidence **D**

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
<b>Education/ Qualifications</b>						
<ul style="list-style-type: none"> <li>Training and/or qualifications in youth, parenting or community services</li> </ul>	Desirable	✓	✓			
<b>Experience/ Training</b>						
<ul style="list-style-type: none"> <li>Experience of working directly with individuals and / or families</li> </ul>	Desirable	✓	✓			
<ul style="list-style-type: none"> <li>Experience working with individuals with a cognitive disability</li> </ul>	Desirable	✓		✓		
<ul style="list-style-type: none"> <li>A good understanding of IT</li> </ul>	Essential	✓				
<b>Knowledge</b>						
<ul style="list-style-type: none"> <li>Understanding of children’s developmental stages, the impact of developmental trauma and attachment theory.</li> </ul>	Desirable		✓	✓		
<ul style="list-style-type: none"> <li>Sound knowledge of the Disability Sector</li> </ul>	Desirable		✓	✓		
<ul style="list-style-type: none"> <li>Knowledge of, and the ability to write reports for reviews, plans,</li> </ul>	Desirable	✓				
<ul style="list-style-type: none"> <li>Knowledge of the National Standards for Disability Services</li> </ul>	Desirable			✓		
<b>Personal Qualities</b>						
<ul style="list-style-type: none"> <li>Ability to communicate simply and effectively, both verbal and written, with a diverse client group, recognising potential language barriers and cultural differences</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Ability to create a positive working environment where people have the opportunity to reach their potential</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Reliable, flexible and dependable</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability to work on own initiative and as part of a team</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Ability to maintain confidentiality</li> </ul>	Essential		✓	✓		
<b>Miscellaneous</b>						
<ul style="list-style-type: none"> <li>A commitment to Equal Opportunities in all work practices</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>A commitment to providing a professional and quality service</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Willingness to travel, including occasionally residing away from home when needed or necessary</li> </ul>	Essential			✓		

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
• Willingness to work flexibly including unsociable hours	Essential			✓		
• Must possess a full clean open driving licence	Essential	✓	✓			✓
• Commitment to work over a 24 hour roster system	Desirable		✓	✓		
• Willingness to undertake a Criminal Records check	Essential			✓		
• Be prepared to seek advice where necessary	Essential			✓		

***Key Assets makes use of the National Federal Police Criminal Records and local State and Territory Working with Children checking services, which facilitates the checking of individuals' criminal records by employers where such individuals are to occupy 'positions of trust'. You may be required to consent to and apply for disclosures at regular intervals during your employment in this post and any offer of employment is provisional and conditional on the satisfactory outcome of the check. This is because this role involves access to sensitive data.***