

Community Living Association Inc

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Managing: Community Living Program, ARROS, Community Connections & BEROS

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Dear Applicant,

Thank you for your interest in the position of **Parent Educator and Family Support Worker at ARROS**. Please find attached an application kit containing the following documentation:

- Position Description (ARROS Parent Educator and Family Support Worker)
- Selection Criteria
- Trauma, Vicarious Trauma, Burnout and Self Care Policy and Procedure

ARROS works with young people and parents with intellectual and cognitive disabilities and aims to build communities where everyone is welcome and included, have places to live, spaces to belong and meaningful roles. We support parents with intellectual and cognitive disabilities to achieve their parenting goals through holistic and therapeutic support which values relationship-based and capacity building practice.

ARROS is seeking a Parent Educator and Family Support Worker to work alongside parents to achieve their hopes and goals for parenting, through collaborative practice with the parent/s and their networks.

This is a full-time position (38 hours/week), on a twelve-month contract. Remuneration is at a SCHCADS Level 4 (Social and Community Services Pay Scales). There is opportunity to increase your income through inclusion in our salary sacrificing program. The SCHCADS award can be accessed here:

https://www.fwc.gov.au/documents/documents/modern_awards/award/ma000100/default.htm

Benefits of working in the ARROS:

- Variety of individual, group, and project work opportunities supporting people to achieve individual and collective goals for change.
- Diverse practice and skill development opportunities.
- Receive day to day practice support and regular formal supervision by a qualified and experienced Social Worker (weekly during probation and monthly after probation).
- Attend regular meetings for case reflections and team development
- Comprehensive induction and internal training sessions
- Mobile Phone
- Not for profit salary packaging

To apply for the position of **Parent Educator and Family Support Worker**, please provide written responses to the selection criteria attached, **including examples to illustrate your practice**.

Applications are **due by 5pm Tuesday 6th July 2021**. Shortlisted applicants will be notified for interview by 8th July, 2021.

Yours sincerely,

Renee Mills

Team Leader, ARROS

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ROLE DESCRIPTION

PARENT EDUCATOR & FAMILY SUPPORT WORKER

Scope

The Parent Educator & Family Support Worker will work collaboratively with families and their children utilising skills in partnering, facilitating and reflecting with parents. Parent Educator & Family Support Worker will work with parents to enhance the quality of parenting, increase parent's understanding of child development, and work with parents to help their child learn, grow and develop to meet their full potential.

Limitations of the position

- This position is not a mandatory reporting position although there may be occasions in which reporting to Child Safety is required due to safety concerns for children.
- This position does not require reporting to Department of Child Safety unless with the approval of the parent.
- This position does not require taking care responsibility for children except within the CLA Working with Constituents of CLA who are Parents and Working with their Children Policy and Procedure.

Skills

- Partnering
- Facilitating
- Reflecting with parents
- Negotiating with other stakeholders
- Circle of Security facilitation

Knowledge

- Four-year degree in Social Work or Early Childhood
- Circle of Security

Responsibilities

- To work with parents to enhance their quality of parenting
- To network with other support systems which can assist the parents and their children
- Networking with relevant stakeholders (e.g. Child Safety, Support Coordinators, Legal Aid Early Intervention Parenting team) to market the work.
- Advocacy for parents within stakeholder meetings where this is requested.

Parent Educator and Family Support Worker

Selection Criteria

The successful candidate will have a demonstrated ability and/or capacity to perform the tasks outlined in the selection criteria listed. Please note – it is essential to write 3/4– 1-page responses for each selection criteria (with the exception of SC8, SC9 and SC10), and use examples of work that you have been involved in.

SC1 - Social Work or Early Childhood degree or equivalent.

SC2 - Commitment, knowledge, skills to support parents who are experiencing difficulties in providing parenting to their children.

SC3 - Ability to work with parents whose parenting is impacted by disadvantage including poverty, housing, stress, abuse histories, domestic violence, trauma experiences, disability.

SC4 - Ability to work with parents in own home and community environment and support their parenting education in that environment.

SC5 - Ability to network to support parent and family connecting with other supports both service and non-service.

SC6 - Understanding of child safety and why and how parents and their children become involved.

SC7 - Unconditional regard for the people you work with.

SC8 - Car or alternate access to means of mobility.

SC9 - Blue card, Yellow card, Certificate in NDIS Worker Orientation Module.

SC10 - Circle of Security Facilitation Training or other parent education training tools. If not a possessor of Circle of Security Facilitation willingness to complete this accreditation.

SCHADS Award Level 4

Applications to:- reception@communityliving.org.au

APPLICATIONS CLOSE 5 pm, Tuesday 6th July 2021

The application is to include the following:

- A brief letter stating the position title of the vacancy and your name, address and telephone number.
- A resume/ curriculum vitae.
- Your response to each of the selection criteria. Applicants who do not address all selection criteria will not be considered. We suggest a one page response to each criteria (apart from SC8, SC9, SC10).
- The names, positions and telephone numbers of at least two (2) referees who can comment on your ability regarding the selection criteria.

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POLICY AND PROCEDURES

Trauma, Vicarious Trauma, Burnout and Self-Care

PREAMBLE

Work in community services and at CLA can be stressful and tiring as well as fulfilling and rewarding. The work at CLA can also involve working with people who have experienced trauma and may be experiencing trauma on a continuing basis. Work at CLA can also at times include involvement in situations where workers (paid staff) and volunteers may feel personally threatened. This happens rarely but can happen.

CLA identifies these potential not as a way of deterring people from working in the organisation but as a reality which people should be prepared for.

We encourage prospective workers, including students at CLA to reflect on their personal history of trauma and whether a) this might prevent them applying for a job at CLA or b) whether it is something they consider in their self-care plans. Prospective workers are encouraged to reflect on how they will plan for an appropriate work/life balance, monitor their sleep and self-care plans; if you are successful in being offered a position at CLA we will support you to reflect on these matters.

POLICY

CLA recognises the potential for burnout, vicarious trauma and trauma impacts of this work and will work with its workers to maintain appropriate self-care.

PROCEDURE

- Applicants for work at CLA will receive a copy of this policy and procedure as part of the Application Pack – included in Recruitment Checklist.
- Interview processes will include questions related to potential for exposure to vicarious trauma and trauma.
- This policy will be included in Induction Checklist.
- Supervision will include checking with workers on self-care plans and strategies. This will be written into every supervision agreement. (See Supervision Agreement)
- Workers are encouraged to consult resource material on burnout/vicarious trauma and trauma/self-care and sleep hygiene. (See Related Documents)
- Team Leaders and workers are reminded that if there are concerns about worker safety then safety plans need to be established. (See Section 2.4.12 Outreach Worker Safety Policy)
- It is not an expression of personal failure for workers to experience fatigue, apprehension or distress. It can be a natural reaction to stresses on the job. We encourage workers to be open about these feelings with their supervisor.
- Where workers are experiencing negative impact due to the work, team leaders will engage with them around remedial actions. These may include: self-care plans, safety plans, counselling, critical incident responses, disengagement from certain situations.