



## Applicant Information Package for the opportunity of Aboriginal Family Worker (Children and Family)

The position is permanent full-time (35-hour week) subject to successful performance appraisal towards the end of the 6-month probationary period

Dear Applicant,

Thank you for your interest in the position of Family Worker. The package contains the information you require to apply for the position, including:

- Overview about the Employer
- Selection Criteria
- Job Description

*To apply for the Aboriginal Family Worker position, you need to address the Selection Criteria on page 3 below and forward to [Recruitment@junaya.org.au](mailto:Recruitment@junaya.org.au) together with your resume.*

## About Junaya

Junaya Family Development Services Inc. (Junaya) is a community organisation located in Blacktown and provides a range of services for families to assist in strengthening and building their capacity.

### Services:

1. Targeted Early Intervention (TEI) Program providing information, advice, assessment and 12-week case management including home visits
2. A Learning Difficulties/Disability project for families who have children 0-18 who experience a learning difficulty or disability.
3. Delivery of parenting programs and education/skills training to young people

### Targeted Group:

Families with children/young people 0-18 years and live in Blacktown LGA

### Values

Junaya Family Development Services values:

- Social Justice
- Access
- Rights
- Empowerment
- Advocacy
- Equity
- Participation
- Inclusiveness
- Respect
- Ethical Practice

## To apply please forward the following documents to [Recruitment@junaya.org.au](mailto:Recruitment@junaya.org.au)

- your response to Selection Criteria;
- your resume (including details of your employment history with dates, educational qualifications and 2 professional work-related referees); and
- a covering letter if you wish to outline what interests you in applying for this role

*All applicants will be required to provide current clearance number of a Working with Children check, current NSW driver's licence, evidence of COVID-19 vaccination, agree to a National Criminal History check and be able to provide names of 2 work referees.*

## Selection Criteria

Junaya is looking for an Aboriginal or Torres Strait Islander person who is committed to the rights of children, families, and community.

### **Your responses to the selection criteria below are essential**

1. Certificate IV in Community Services OR minimum 2 years' experience in case management working with Aboriginal children, young people, and their families (*if invited for an interview, please bring your original qualification. Please provide comprehensive response about your case management experience including examples*). For successful candidate without Certificate IV in Community Services, a commitment to gain a Cert IV in Community Services will be required during the course of employment.
2. Please describe your understanding of issues that can affect children's safety and wellbeing
3. Sound knowledge of local Aboriginal communities and an understanding of issues facing Aboriginal families and communities (*please describe your understanding of specific issues*)
4. Demonstrated ability to talk openly with children, family members and other professionals using a strengths-based approach
5. Demonstrated ability to write about all aspects of your work with families in a clear way that follows the format outlined in Junaya's policy and funding requirements
6. Demonstrated commitment to ongoing learning and professional development

# JOB DESCRIPTION

## Aboriginal Family Worker (Children & Family)

*Staff are required to build and sustain collaborative working relationships with all staff and community partners and treat colleagues with respect, courtesy, fairness, and good faith.*

**Position Title:** Aboriginal Family Worker (Aboriginal Children & Family)  
**Classification:** Social, Community, Home Care and Disability Services Industry Award, 2010: Level 4 (salary sacrifice available)  
**Reports to:** Executive Officer  
**Terms of employment:** Permanent Full-time

**Organisational Context:** Junaya Family Development Services Inc. is located in Blacktown and funded by NSW Department of Community and Justice to provide a wide range of services and activities to families and communities experiencing disadvantage and build a socially inclusive society.

**Key responsibility:** The provision of services to Aboriginal children, young people and families/carers in the Blacktown Local Government area as well as identify community gaps and service needs and be a support to the staff in the organisation providing information and learning opportunities on cultural competency, inclusion and respect.

### Overall Objectives:

1. Identify and address the needs of Aboriginal families and communities experiencing domestic/family violence, child protection and other vulnerabilities.
2. Engage Aboriginal community members including young women, women and men to develop ideas, strategies, pathways to services and resources that can be compiled to provide information, improved access to services for Aboriginal peoples experiencing and working with domestic/family violence, child protection and other vulnerabilities.
3. In consultation with Aboriginal community members, services and workers ensure culturally sensitive and informed practices.
4. Participate in work practices that reflect a commitment to empowering families/individuals to work on their issues through enhancing knowledge and skills to access appropriate activities and services.
5. Provide support to secure a safe environment for families and promote positive self-esteem in children.
6. Provide services that are sensitive, appropriate, and respectful of their cultural background, language, abilities and religious or other beliefs to families and groups.
7. Demonstrate respect for diverse cultural parenting practices and be responsive to specific requests by parents.

8. Work within and contribute to a collaborative and ethical team environment.
9. Provide support to parents/carers in managing inappropriate behaviour of children.
10. Maintain confidentiality within legislative requirements.
11. Operate consistently within organisational policies and procedures and DCJ requirements in relation to all aspects of client work, partnerships, and governance.

### **Direct Services**

1. Use all components of the Junaya Case Management framework to plan, deliver and review services with children, young people and families
2. Participate in weekly allocation meetings to discuss referrals.
3. Provide an initial contact with families in a timely manner to provide information about the family's rights and discuss the services available to the family
4. Complete a pre-assessment planning process to support purposeful assessment and engagement with the family
5. Work with the family to complete a structured assessment to identify needs and issues impacting on parenting capacity, the children's safety and wellbeing and overall family functioning.
6. Work with the family to develop a Family Action Plan that includes SMART goals and strategies to target the needs and issues identified in assessment.
7. Ensure the Family Action Plan is inclusive of a mix of services that meet the needs of child/ren and their family, i.e., counseling, home visits, specific capacity building activities, telephone contact, supported advocacy & referrals to specialist services (health, education, employment, legal).
8. Undertake an environmental risk assessment to support safe home visiting
9. Provide regular home visits as determined by the family to support family capacity building and implementation of the family action plan.
10. Engage in multidisciplinary case management with other services in the interests of each individual client needs
11. In consultation with the supervisor and Program Co-ordinator, plan, deliver and evaluate information sessions and group work activities that meet identified need and build the client's capacity. Analyse evaluations to enhance services. Work collaboratively with community partners to cofacilitate group work activities onsite or at another safe/accessible venue.
12. Maintain and demonstrate the use of inclusive practice where diversity exists including family members with disability, LGBTIQ and cultural diversity. All families who are engaged in Junaya's services have a right to parenting programs, groups and mainstream events delivered by Junaya and appropriate accommodations are made to ensure inclusivity.
13. Foster and further build positive parenting skills and strategies that enhance parents' confidence and skills in positively interacting with their children, understanding the child's needs and keeping children safe.

14. Work collaboratively with other services to address the needs of the family, e.g., multidisciplinary case management, group work, information sessions.
15. Ensure that records about the family are maintained according to policies and procedures and legislation specific to Aboriginal peoples and DCJ requirements and ensure data is entered within 48 hours after each client contact.
16. Ensure work practices are reflective and consistent with the rights of the family, the children and comply with legislative requirements, service philosophy and policy.
17. Ensure information is recorded, stored, secured, and accessed in accordance with policy and organisational standards

### **Child Protection**

1. Ensure a comprehensive understanding and knowledge of child protection and responsibilities under the legislation, The Children and Young Persons (Care and Protection) Act 1998 and Junaya Policies and Procedures on Child Protection.
2. Identify risks to children and factors that place a child at risk of abuse or neglect.
3. Use the Mandatory Reporter Guide (MRG) when there are concerns about the safety or wellbeing of children and complete a report to the NSW Child Protection Helpline as directed, All child protection reports will be documented and discussed with your supervisor.
4. Apply culturally informed practice and safety - that is focused on the child.

### **Group Work Activities**

1. Deliver high standard group work activities to individuals and families in the Blacktown Local Government area using the Group Work framework
2. Ensure group work activities to diverse clients are delivered in a culturally sensitive, inclusive, and respectful manner.
3. Support and encourage participants to maximise their participation.
4. Support the Program Co-ordinator to register participants and encourage their attendance.
5. Distribute, collect group work evaluations, and provide written analysis with findings to improve delivery.
6. Maintain a database of all group work activities.

### **Collaboration and Partnerships**

1. Develop and maintain ongoing contacts with Aboriginal specific and mainstream services e.g., education, employment, health, accommodation
2. Identify and address the needs of families with particular regard to Aboriginal communities and domestic family violence and child protection issues impacting on them, by engaging them in community development activities that will increase families' access to a range of services and strengthen their capacity

3. Develop and maintain links with local Aboriginal communities to ensure that services are responsive to the changing and emerging needs in the Blacktown LGA.
4. Liaise with peak organisations and where appropriate, resource groups and Aboriginal networks.
5. Attend, contribute and participate in local Aboriginal networks, interagencies and forums
6. Work with supervisor to organise community events important to Aboriginal and Torres Strait Islander peoples e.g., NAIDOC Week

### **Organisational Responsibilities**

1. Attend and contribute to all staff/team meetings.
2. Attend and engage collaboratively in annual performance appraisals with Executive Officer.
3. Attend internal/external case management and organisational supervision to enhance professional practice and development goals and identify ways to address those goals.
4. Attend relevant training and professional development that build capacity that results in positive outcomes for clients.
5. Provide monthly written reports to supervisor as documentation of issues in case management and group activities providing an evidence base.
6. Maintain knowledge of and comply with government legislation and JFDS Strategic Plan with specific focus on child protection, domestic/family violence, mental health, disability, AOD and housing.
7. Maintain knowledge of and comply with contractual obligations of the organization.
8. Contribute to the development, implementation, and review of the JFDS' Strategic Plan.
9. Contribute to the planning and conduct of annual general meetings and other events.
10. Participate in and contribute to the development and sustainability of a collaborative and supportive organisational culture.
11. Participate in providing a safe working environment for staff, participants, and visitors.
12. Consistently apply the practice principles of good teamwork.

### **Work Health and Safety**

- 1) Contribute to identifying and managing work health and safety
- 2) Conduct other duties as directed by management in line with this position description

*The above list is not exhaustive, and the role may change to meet the overall objectives of the organisation.*