



FORM 092
05/07

SECTION 1 – POSITION IDENTIFICATION

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| Position number: | Generic |
| Title: | Child Protection Worker |
| Classification: | Specified Calling Level 1 |
| Directorate: | Country Services / Metropolitan Services |
| Division: | District Office |
| Section: | District Office |
| Award/Agreement: | Public Service Award 1992; relevant Public Service and Government Officers General Agreement |
| Location of position: | Various |

SECTION 2 – REPORTING RELATIONSHIPS

| POSITION TITLE | CLASSIFICATION |
|------------------------------|---------------------------|
| District Director | Specified Calling Level 5 |
| <i>Reports to</i> ↑ | |
| Team Leader Child Protection | Specified Calling Level 3 |
| <i>Reports to</i> ↑ | |
| This position | Specified Calling Level 1 |



POSITIONS UNDER DIRECT SUPERVISION:

| Title | Classification |
|-------|----------------|
| Nil | Nil |

SECTION 3 – DEPARTMENT VALUES

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| <ul style="list-style-type: none"> We value respect We value openness | <ul style="list-style-type: none"> We value team work We value responsiveness |
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SECTION 4 – STATEMENT OF RESPONSIBILITIES

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| <p>The Child Protection Worker works in the areas of child protection, children in care and family support and is responsible for:</p> <ul style="list-style-type: none"> Responding to concerns regarding the safety and wellbeing of children in accordance with provisions of the <i>Children and Community Service Act 2004</i>. Taking legal action to promote the safety and wellbeing of children where necessary. Providing services to children placed in the care of the CEO. Engaging and working alongside families to strengthen their capacity to provide care and safety to their members in ways that are: <ul style="list-style-type: none"> Sustainable Will build resilience in children, families and the community and Ultimately increase social wellbeing. Assisting identified families and their children with relevant agencies and community resources to ensure appropriate supports are in place. |
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SECTION 5 – KEY RESPONSIBILITIES

| No | Key Responsibility Area and Related Duties |
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| POSITION TITLE Child Protection Worker | CLASSIFICATION Specified Calling Level 1 | POSITION NO Generic | Document Date February 2015 |
|--|--|-------------------------------|---------------------------------------|

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| 1 | <p>Child Protection Responds to reported concerns about a child's wellbeing by making enquiries under Section 31 of the <i>Children and Community Services Act 2004</i> as to whether action is required to safeguard or promote the child's wellbeing.</p> <p>Conducts and/or leads assessments and investigations on behalf of the Department under Section 32 of the <i>Children and Community Services Act 2004</i> to determine what action should be taken, including assessments, to determine parental or carer capacity to protect the child.</p> <p>Takes intervention action under Section 32 of the <i>Children and Community Services Act 2004</i> if a child is in need of protection under Section 28 and collects evidence, prepares documents and participates in protection proceedings as required under the <i>Children and Community Services Act 2004</i>, Part 4, Division 2 and 3 and Part 5.</p> |
| 2 | <p>Children in Care Complies with provisions of the <i>Children and Community Services Act 2004</i>, Part 4, Division 5 in relation to taking children into the care of the CEO.</p> <p>Engages with children and families of children in care to promote and ensure their safety, wellbeing and development.</p> <p>Ensures children in care have an up to date Care Plan as defined by Section 89 of the <i>Children and Community Services Act 2004</i> that reflects the current circumstances of the child, promotes their ongoing development and is subject to regular review.</p> <p>Carries out assessments of families and foster families in determining appropriate placement options for children in care which may also include family reunification and Leaving Care arrangements (Part 4, Divisions 5 and 6 of the <i>Children and Community Services Act 2004</i>).</p> <p>Ensures that children in the care of the CEO receive appropriate treatment and support services that address their individual needs including their physical and mental health, ethnicity and culture, education and emotional wellbeing.</p> |
| 3 | <p>Family Support Engages all stakeholders in a respectful and honest manner when providing services to families of children in care of the CEO and/or families who are 'at risk' or in crisis.</p> <p>Undertakes child and family assessments to provide for support services or arrange treatment for families who come to the attention of the Department.</p> <p>Provides or arranges for services to families that will address child protection issues and strengthen family functioning. This includes referrals to appropriate agencies based on assessed family needs and available resources.</p> |
| 4 | <p>Inter-Agency and Community Collaboration Maintains links and shares information with other government and non-government agencies that may have a statutory role or are providing a service to the Department in protecting children and assisting them with their education and health.</p> <p>Liaises with appropriate cultural and indigenous services and communities that provide an identity for the children or family the Department is working with towards a goal of strengthening family functioning.</p> <p>Liaises with the Department's contracted service providers in making appropriate referrals for individual and family support and treatment.</p> |

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|--|--|-------------------------------|---------------------------------------|

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| 5 | <p>Administration</p> <p>Maintains electronic client records and case management data to Departmental standards.</p> <p>Participates in meetings, supervision and training as a contributing member of a team.</p> <p>Assists in the recruitment, supervision and training of other staff as required.</p> <p>Contributes to Departmental research and evaluation of services as required.</p> <p>Manages Departmental and Government resources in accordance with Government and Departmental policy.</p> <p>Complies with the requirements of the Department's Administration Manual and the Case Practice Manual.</p> |
| 6 | <p>Other Duties</p> <p>Participates in emergency response management duties as required.</p> <p>Performs other duties as required.</p> |

SECTION 6 – WORK RELATED REQUIREMENTS

ESSENTIAL

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| 1. Demonstrated skills and knowledge of the issues in the area of child protection and approaches to enhance child safety and wellbeing. |
| 2. Knowledge of or experience in engagement, assessment and intervention with parents, children and families. |
| 3. Demonstrated knowledge and understanding of Aboriginal culture and family structures and the ability to engage and build strong working relationships with a culturally and linguistically diverse range of clients and stakeholders. |
| 4. Strong communication skills (written, verbal and non-verbal), ability to work as part of a team, and to manage multiple and conflicting priorities. |
| 5. A tertiary qualification in social work, psychology or a relevant human service area. |

SECTION 7 – ESSENTIAL ELIGIBILITY REQUIREMENTS

The occupant of this position will require the following prior to appointment:

Current 'C or A' class driver's licence

Departmental Check

Criminal Record Check

Working with Children Check

SECTION 8 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

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DELEGATED AUTHORITY:
(Director or above)

SIGNATURE: _____

NAME: _____

POSITION TITLE: _____

DATE: _____

SPECIFIED CALLING