



JOB DESCRIPTION FORM

SECTION 1 – POSITION IDENTIFICATION

Position number:	Generic
Title:	Senior Child Protection Worker
Classification:	Specified Calling Level 2
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 6
<i>Reports to</i> ↑	
Team Leader	Specified Calling Level 3
<i>Reports to</i> ↑	
This position	Specified Calling Level 2

Child Protection and Family Support

REGISTERED COPY
December 2017

POSITIONS UNDER DIRECT SUPERVISION:

Title	Classification
May supervise staff as required	

SECTION 3 – DEPARTMENT VALUES

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

The **Senior Child Protection Worker** works in the areas of child protection, children in care and family support and is responsible for:

- Responding to concerns regarding the safety and wellbeing of children and applying the provisions of the *Children and Community Services Act 2004*.
- Taking legal action to promote the safety and wellbeing of children where necessary.
- Undertaking case work activities of a complex nature.
- Providing services to children placed in the care of the CEO.
- Providing advice and expertise to District staff on the child safety and protection issues.
- Assisting and planning with District staff and others to develop community and family capacity to provide a safe environment for children and other vulnerable people.
- Developing and maintaining a high degree of knowledge and skills in providing services and supports to families and communities to enhance the safety and wellbeing of children and other vulnerable members of the community.
- Investigating serious concerns about the welfare and safety of children and taking action appropriate to the situation.

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SECTION 5 – KEY RESPONSIBILITIES

No	Key Responsibility Area and Related Duties
1.	<p>Child Protection</p> <p>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 well being.</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> <p>Provides advice, consultancy and training to District staff on matters concerning the care, safety and protection of children.</p> <p>Develops and maintains expertise, knowledge and skills in the area of child protection including the provision of services and supports to families and communities that enhance the safety and wellbeing of children and other vulnerable members of the community.</p> <p>Assists Team Leaders to ensure sound level of professional practice leading to improved outcomes for the safety and wellbeing of children and other vulnerable people.</p> <p>Undertakes field work of a complex nature in accordance with Departmental legislation, policies and procedures.</p>
2.	<p>Children in Care</p> <p>Complies with the 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 and to assist field staff in this area as required.</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>Undertakes more complex 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, Division 5 and 6, <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> <p>Undertakes case work of a more complex nature in relation to children in care and under provisions of the <i>Children and Community Services Act 2004</i>.</p> <p>Assists Team Leaders in managing children in care and provides case work staff with assistance in relation to case practice.</p>

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3.	<p>Family Support</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> <p>Assists Team Leaders and field officers in developing family capacity to provide safe environments for children and other vulnerable people.</p> <p>Undertakes field work/community work of a more complex nature in relation to supporting vulnerable families.</p>
4.	<p>Inter-Agency and Community Collaboration</p> <p>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 child/ren 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> <p>Assists Team Leaders as required in this area.</p>
5.	<p>Administration</p> <p>Maintains electronic client records and case management data to Departmental standards.</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

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ESSENTIAL

1. Proven assessment, analysis, analytical and intervention skills when working with vulnerable children, their families and communities.
2. The ability to build effective working relationships with a diverse range of clients and stakeholders within a compliance driven and legislative framework..
3. Knowledge and experience in working with people from Aboriginal and Torres Strait Islander or other culturally and linguistically diverse backgrounds.
4. Demonstrated ability to work as part of a team and have sound management, supervisory and leadership skills particularly in promoting quality practice and procedures, including counselling and therapeutic intervention.
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.

DELEGATED AUTHORITY:
(Director or above)

DELEGATED AUTHORITY:
(Director or above)

SIGNATURE: _____

SIGNATURE: _____

NAME: Andrew Geddes
POSITION TITLE: Executive Director
Country Services

NAME: Glenn Mace
POSITION TITLE: Executive Director
Metropolitan Services

DATE: _____

DATE: _____