



JOB DESCRIPTION FORM

FORM 092
01/09

SECTION 1 – POSITION IDENTIFICATION

Position number:	Generic
Title:	Senior Field Worker
Classification:	Level 5
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

Child Protection and Family Support
Registered Copy
December 2017

Reports to



Team Leader Child Protection	Specified Calling Level 3
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Reports to



This position	Level 5
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POSITIONS UNDER DIRECT SUPERVISION:

Title	Classification
Field Workers (up to 4 FTE)	Specified Calling Level 1
Customer Liaison Officer	Level 2

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 Field Worker** will work in the areas of child protection and children in care and is responsible for:

Providing a professional service to individuals, groups and communities within a service delivery team.

Providing appropriate consultation to staff and other service delivery agencies.

If required, managing a small local office and ensuring the efficient and effective use of resources, as well as representing the Department within the local community.

POSITION TITLE Senior Field Worker	CLASSIFICATION Level 5	POSITION NO Generic	Document Date December 2017
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SECTION 5 – KEY RESPONSIBILITIES

No	Key Responsibility Area and Related Duties
1.	Provides assessment, planning and intervention at an advanced level to individuals and communities with a service delivery team.
2.	Develops and demonstrates expertise in case work and child protection methods.
3.	Provides an appropriate consultative and support service to field staff and service providers.
4.	When directed, manages a small local office and ensures the efficient and effective use of resources by:- Supervising, directing and supporting field and office staff in the performance of their duties, Prioritising and allocating work and ensuring that work is performed in accordance with departmental standards, practice guidelines and procedures, Representing the Department in the local community, Encouraging the fostering the development of community capacity/strengths-based approaches in addressing local issues, and Reporting to Team Leader and District Director on local issues and operations.
5.	Researches reviews and evaluates specific areas of service delivery practice and provides advice to line manager on trends.
6.	Contributes to the development of service delivery standards and procedures.
7.	Undertakes field work duties of a complex nature delivering services in accordance with departmental legislation, policies and procedures.
8.	Commitment to the application of Equal Employment Opportunity (EEO) principles duties as required.
9.	Performs other duties as required.
10.	Participates in emergency Management and response duties as required.

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SECTION 6 – WORK RELATED REQUIREMENTS

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.

SECTION 7 – ESSENTIAL ELIGIBILITY REQUIREMENTS

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

Current C or A class driver's License

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

NAME: Glenn Mace

POSITION TITLE: Executive Director
Country Services

**POSITION
TITLE:** Executive Director
Metropolitan Services

DATE: _____

DATE: _____