Job Description Form

Senior Child Protection Worker Community

# Position Details

Position Number: 011176

**Classification:** Specified Calling Level 2

**Award / Agreement:** PSA 1992 / PSGOCSAGA 2017

**Organisational Unit:** Service Delivery Metropolitan Communities / Statewide Referral and Response Service

**Location:** Indian Ocean Territories (Christmas and Cocos (Keeling) Islands).

Classification Evaluation Date:

JDF Review Date: 21 May 2019

## Reporting Relationships

**This position reports to**:

Team Leader Child Protection / Specified Calling Level 3

**This position has the following subordinates:**

Nil

## About the Department

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

## The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

## Role Statement

The **Senior Child Protection Worker Community** works with at risk children and families to increase safety and wellbeing. The **Senior Child Protection Worker Community** works in the areas of family support, child protection, children in care and is responsible for:

* Leading the investigation and responding to concerns about the safety and wellbeing of children in accordance with provisions of the *Children and Community Services Act 2004*.
* Taking legal action to promote the safety and wellbeing of children where necessary
* Providing support, advice and referral on complex cases to increase the safety and wellbeing for children who are open cases with the Department.
* Providing advice and expertise to district staff to support children in care and their families that enable them to return safely to the care of their families.
* Developing and maintaining effective working relationships with the community and key government and non-government agencies to promote the protection of children and families.

## Duties and Responsibilities

**1. FAMILY SUPPORT**

* 1. Undertakes and advises district staff on more complex assessments and provides support and referral to at risk children and families who come to the attention of the Department to increase their safety and wellbeing and protect them from abuse and harm.
  2. Works with parents who experience a complex range of issues to strengthen their parenting capacity to create safe and protective environments for their children.
  3. Undertakes field work of a more complex nature in relation to supporting vulnerable families.

**2. CHILD PROTECTION**

* 1. Responds to reported concerns about a child’s wellbeing by making enquiries under Section 31 of the Children and Community Services Act 2004 as to whether action is required to safeguard or promote the child’s wellbeing.
  2. Conducts and/or leads assessments and investigations on behalf of the Department under Section 32 of the Children and Community Services Act 2004 to determine what action should be taken, including assessments, to determine parental or carer capacity to protect the child.
  3. Takes intervention action under Section 32 of the Children and Community Services Act 2004 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 Children and Community Services Act 2004, Part 4, Division 2 and 3 and Part 5.
  4. Provides advice and/or direct support, referral and services to increase safety and wellbeing of children and families who are open cases with the Department.
  5. Provides advice, expertise and support to district staff on engaging and maintaining relationships with at risk children and families who are open cases with the Department.
  6. 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.
  7. Provides up to 50% of their time undertaking child protection casework.

1. **CHILDREN AND YOUNG PEOPLE IN CARE**
   1. Complies with the provisions of the *Children and Community Services Act 2004* Part 4Division 5 in relation to taking children into the care of the CEO.
   2. Provides advice to district staff or works directly with children, their parents and extended family to assist them to build safety and increase the likelihood of the child returning to care.
   3. Ensures children in care have an up to date Care Plan as defined by Section 89 of the Children and Community Services Act 2004 that reflects the current circumstances of the child, promotes their ongoing development and is subject to regular review.
   4. Undertakes complex assessment of families and foster families to determine appropriate placement options of children in care.

**4. COMMUNITY CHILD PROTECTION WORK**

* 1. 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.
  2. 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.
  3. Identifies and works with targeted children, young people and families at risk through the community and other agencies to increase their safety and wellbeing and protect them from abuse and harm.
  4. Assists in the development of the District’s Operational Plan which identifies short and long term objectives to guide and prioritise community child protection work in their district.
  5. Assists Team Leaders in developing strategies for improved outcomes in community child protection work.

**5. ADMINISTRATION**

* 1. Maintains electronic client records and case management data to Departmental standards.
  2. Participates in meetings, supervision and training as required.
  3. Assists in the recruitment, supervision and training of staff as required

**6. OTHER**

* 1. Participates in emergency management and response duties as required.
  2. Performs other duties as required.

## Essential Work-Related Requirements (Selection Criteria)

1. Demonstrated skills, knowledge and experience in the area of child protection and approaches to enhance child safety and wellbeing.

2. Demonstrated skills in engaging with people from cultural and linguistically diverse backgrounds.

3. Proven engagement, assessment and analytical skills in working with vulnerable children and families.

4. Excellent communication, interpersonal skills and proven ability to work as part of a team.

5. A tertiary qualification in social work, psychology or a relevant human service area.

Essential Eligibility Requirements / Special Requirements

1. Appointment is subject to a satisfactory National Police Clearance.
2. Current Manual 'C or A' class drivers licence
3. Departmental Check
4. Criminal Record Check
5. Appointment is subject to a satisfactory Working with Children (WWC) Check
6. Candidates possessing international qualifications must provide assessment by the Overseas Qualification Assessment Unit (OQU) from Department of Workforce Development and Training WA or OQU assessment from another state for approval as an equivalent by the Executive Director, Department of Commerce.

## HR Registration

21 May 2019