

## Job Description Form

# Senior Child Protection Worker

### Position Details

<b>Position Number:</b>	Generic
<b>Classification:</b>	Specified Calling Level 2
<b>Award / Agreement:</b>	PSA 1992 / PSCA 2019
<b>Organisational Unit:</b>	Service Delivery Metropolitan Communities / Service Delivery Regional & Remote Communities / District Office
<b>Location:</b>	Various
<b>Classification Date:</b>	
<b>Effective Date:</b>	December 2017

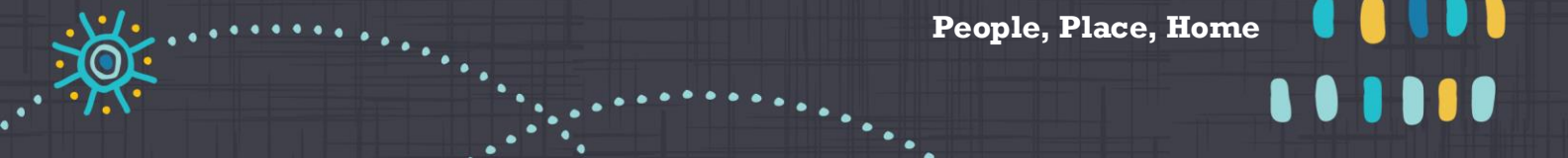
### Reporting Relationships

#### This position reports to:

Team Leader, Specified Calling Level 3.

#### Positions Under Direct Supervision:

This position may supervise staff as required.



## 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 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.



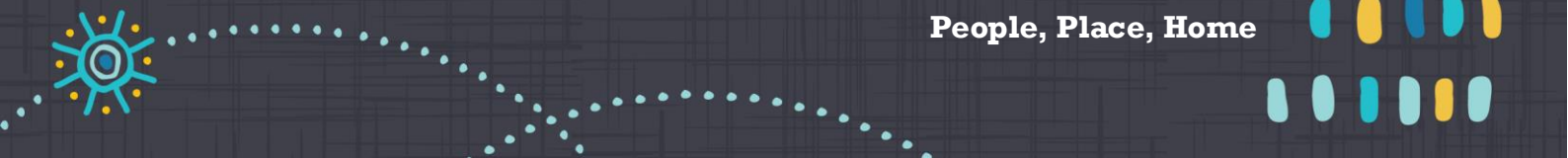
## Duties and Responsibilities

### 1. Child Protection

- 1.1 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.
- 1.2 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.
- 1.3 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.
- 1.4 Provides advice, consultancy and training to District staff on matters concerning the care, safety and protection of children.
- 1.5 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.
- 1.6 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.
- 1.7 Undertakes field work of a complex nature in accordance with Departmental legislation, policies and procedures.

### 2. Children in Care

- 2.1 Complies with the provisions of the *Children and Community Services Act 2004* Part 4 Division 5 in relation to taking children into the care of the CEO.
- 2.2 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.



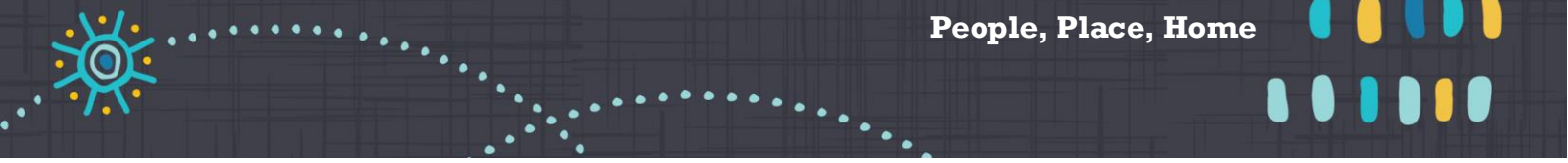
- 2.3 Ensures children in care have an up to date Care Plan as defined by Section 89 of the *Children and Community Services Act 2004* that reflects the current circumstances of the child, promotes their ongoing development and is subject to regular review.
- 2.4 Undertakes more complex assessments of 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, *Children and Community Services Act 2004*).
- 2.5 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.
- 2.6 Undertakes case work of a more complex nature in relation to children in care and under provisions of the *Children and Community Services Act 2004*.
- 2.7 Assists Team Leaders in managing children in care and provides case work staff with assistance in relation to case practice.

### **3. Family Support**

- 3.1 Undertakes child and family assessments to provide for support services or arrange treatment for families who come to the attention of the Department.
- 3.2 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.
- 3.3 Assists Team Leaders and field officers in developing family capacity to provide safe environments for children and other vulnerable people.
- 3.4 Undertakes field work/community work of a more complex nature in relation to supporting vulnerable families.

### **4. Inter-Agency and Community Collaboration**

- 4.1 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.



- 4.2 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.
- 4.3 Liaises with the Department's contracted service providers in making appropriate referrals for individual and family support and treatment.
- 4.4 Assists Team Leaders as required in this area.

## **5. Administration**

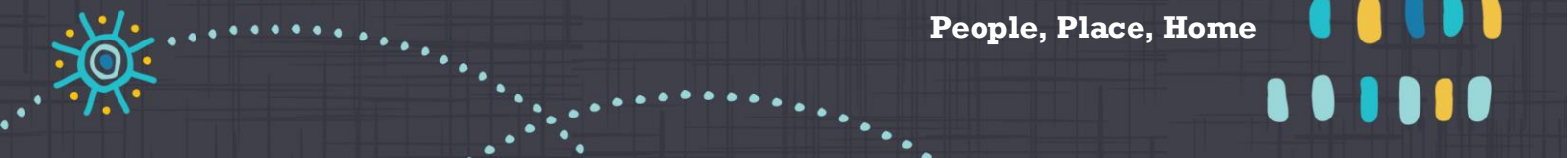
- 5.1 Maintains electronic client records and case management data to Departmental standards.
- 5.2 Assists in the recruitment, supervision and training of other staff as required.
- 5.3 Contributes to Departmental research and evaluation of services as required.
- 5.4 Manages Departmental and Government resources in accordance with Government and Departmental policy.
- 5.5 Complies with the requirements of the Department's Administration Manual and the Case Practice Manual.

## **6. Other Duties**

- 6.1 Participates in emergency response management duties as required.
- 6.2 Performs other duties as required.

## **7. Corporate Responsibilities**

- 7.1 Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.
- 7.2 Actively participates in the Communities performance development process and pursues professional and personal development opportunities.
- 7.3 Undertakes other responsibilities as directed.



## Essential Work-Related Requirements (Selection Criteria)

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.

## Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory National Police Clearance.
2. Appointment is subject to a satisfactory Departmental Check.
3. Appointment is subject to a satisfactory Working with Children (WWC) Check.
4. Possession of a current Western Australian 'C' or 'C-A' Class Driver's Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position and from time to time production of the licence may be required upon request by the Department.
5. 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.