Job Description Form

Field Worker

# Position Details

Position Number: Generic

Classification: Level 2/4

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

**Organisational Unit:** Service Delivery Regional & Remote Communities / Service Delivery Metropolitan Communities / District Office

**Location:** Various

Classification Evaluation Date:

JDF Review Date: December 2017

## Reporting Relationships

**This position reports to:**

Team Leader Child Protection / Specified Calling 3 / Generic

This position has no subordinates.

## 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; youth justice; 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 diversityand embracesa 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 Field Worker is responsible for:

Engaging, building and maintaining relationships with families and their children and communities whilst acknowledging the existing and inherent strengths that are already present.

Engaging and working alongside families to strengthen their capacity to provide care and safety to their members in ways that are:

* 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 responses are initiated.

Taking legal action to promote the safety and well-being of children, when necessary*.*

## Duties and Responsibilities

**1. Children and Young People**

1.1 Administers the provisions of the Children and Community Services Act 2004 and other relevant legislation. This includes taking legal action to promote the safety and well-being of children, when required.

1.2 Provides ongoing support, commitment and assistance to children and young people in care.

1.3 Engages with children and young people to promote and ensure their safety, wellbeing and development.

1.4 Assists children and young people in the care of the Department to identify their strengths and build their capacity.

1.5 Assists children and young people to relevant agencies, community resources and responses.

### Families

2.1 Engages with identified families in a respectful and honest manner.

2.2 Assists families and their children to identify their own strengths and opportunities to build their capacity to ensure the safety and care of family members.

2.3 Assists families to relevant agencies and community resources.

### Communities

### 3.1 Engages communities of interest to support their families and children.

3.2 Identifies with communities their strengths and opportunities to build capacity to promote a just and equitable community.

### Administration

* 1. Maintains client records, statistical and data requirements to Departmental standards.
  2. Provides timely advice and reports as required.
  3. Participates in meetings, supervision and training as a contributing member of a team.
  4. Assists in the recruitment, supervision and training of other staff as required.
  5. Contributes to research and evaluation of community services and responses.
  6. Manages Government resources in accordance with Government and Departmental policy.

### Other Duties

5.1 Participates in emergency response management duties as required.

5.2 Performs other duties as required.

## Essential Work-Related Requirements (Selection Criteria)

1. Demonstrated knowledge of child protection and approaches to enhance child safety and wellbeing.
2. Ability to engage, empower and build effective working relationships with a diverse range of clients, stakeholders, partners and colleagues.
3. Demonstrated resilience and ability to manage multiple and conflicting priorities.
4. Demonstrated assessment and analytical skills, as well as strong communication skills (written, verbal & non-verbal).
5. Knowledge and understanding of the issues effecting Aboriginal and culturally diverse people.

Essential Eligibility Requirements / Special Requirements

* Appointment is subject to a satisfactory National Police Clearance.
* Current C or A class Driver’s License
* Departmental Check
* Criminal Record Check
* Appointment is subject to a satisfactory Working with Children (WWC) Check

## Delegate Certification

## HR Registration

17 August 2018