**Job Description Form**

**Senior Community Child Safety Officer - Remote**

**Position Details**

**Position Number:** Generic

**Classification:** CSU3

**Award/Agreement:** Public Sector Award and Agreement. Classifications detailed in this JDF arise from the Department of Communities (Child Protection) CSA Agreement 2024 (CP Agreement)

**Organisational Unit:** Child Protection and Family Support / CPFS Service Delivery / District Office

**Location:** Regional or Remote WA

**Classification Date:**

**Effective Date:** May 2025

**Reporting Relationships**

**This position reports to:**

Team Leader Child Safety, CSQ2

Team Manager Child Safety, CSU4

**Positions under Direct Supervision:**

This position may supervise a small team.

**About the Department**

The Department of Communities is Western Australia’s major human services department that brings together vital services and functions that support individual, family and community wellbeing.

Working closely with our partners across government and the community services sector, our areas of responsibility include disability services; child protection; housing; homelessness; women’s interests; community services; prevention of family and domestic violence; seniors and ageing; volunteering; and youth.

We support many Western Australians, with a focus on some of the most vulnerable people in our state. The job we do is rewarding but can be challenging.

People, place and home is at the core of everything we do and why we do it.

We work for the people who make up our communities across Western Australia; we help people be the best they can be. We focus our efforts on building places that are inclusive and connected and offer everyone the opportunity to prosper. And we support children and families so that they can have a physically and emotionally secure place to call home.

We promote a diverse workforce and embrace a high standard of equal opportunity, health and safety, and ethical practice.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

**Role Statement**

The Senior Community Child Safety Officer – Remote works with Aboriginal children, families and communities to ensure the safety of children in Aboriginal families and their communities in accordance with the principles of inclusiveness, engagement, capacity building and collaboration.

The **Senior Community Child Safety Officer – Remote**:

• Undertakes community and casework activities of a complex nature.

• Provides advice and expertise to District staff on child safety and protection issues and family and domestic violence.

• Assists and encourages District staff and others to develop community and family capacity to provide safe environments for children and other vulnerable people.

• Develops and maintains 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.

• Provides community education and information that promote child safety within family community and residential settings.

• Applies the provisions of the *Children and Community Services Act 2004* and other relevant legislation to ensure the safety and protection of children.

• Investigates serious concerns about the welfare and safety of children and takes action appropriate to the situation.

**Position Duties and Responsibilities**

**1. Community Development**

1.1 Develops and maintains sound 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.

1.2 Assists District staff and other stakeholders to develop expertise in building community and family capacity to provide safe environments for children and others experiencing the impact of family and domestic violence.

1.3 Works collaboratively with relevant stakeholders to provide community education and information that raise awareness of child safety issues and promote the safety and wellbeing of children and other vulnerable people within family community and residential settings.

1.4 Provides reports and data and makes recommendations to assist District and community planning and action to enhance and maintain the safety of children.

1.5 Assists Team Leaders to ensure sound level of community work and case work practice leading to improved outcomes for the safety and wellbeing of children and other vulnerable people.

**2. Case Work**

2.1 Applies the provisions of the *Children and Community Services Act 2004* or other relevant legislation to ensure the safety and protection of children.

2.2 Undertakes case work/community work of a complex nature in accordance with departmental legislation, policies and procedures.

2.3 Investigates and/or leads the investigation of serious concerns about the welfare and safety of children and takes action appropriate to the situation.

2.4 Contributes to the development of child protection guidelines and practice standards within a strengths/capacity building paradigm.

2.5 Provides advice consultancy and training to district staff on matters concerning the care, safety and protection of children.

**3. Other**

3.1 Supervises other staff as required.

**Corporate Responsibilities**

1. Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.

2. Actively participates in the Communities performance development process and pursues professional development opportunities.

3. Participates in emergency or critical event response management duties as required.

4. Undertakes other duties as required.

**Work Health and Safety Responsibilities**

**All Employees (and Volunteers / Trainees / Contractors)**

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

**Supervisors (if applicable)**

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

**Essential Work-Related Requirements (Selection Criteria)**

1. Well-developed case work and community development skills, and experience in the area of child safety/wellbeing and family and domestic violence.

2. Demonstrated understanding of contemporary issues and challenges in the field of child protection including:

• working with Aboriginal communities,

• commitment to community collaboration and capacity building approaches to enhancing child safety/wellbeing, and

• addressing family and domestic violence.

3. Ability to impart skills and knowledge and to encourage the development of community-oriented approaches to child protection and safety.

4. Demonstrated ability to apply relevant legislation such as the *Children and Community Services Act 2004* and other legislation.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.

2. Appointment is subject to a satisfactory Working with Children (WWC) Check.

3. Appointment is subject to a satisfactory Client and Child Protection 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.