

APPLICATION GUIDELINES

These guidelines are provided to assist you in submitting your application for the advertised position with the City of Greater Bendigo. Please ensure that you read the instructions carefully, prior to submitting your application.

Attached is a position description which will provide information on the advertised position. If you require any further information regarding this position, please contact **Alana Cooper, Coordinator Early Years** on **(03) 5434 6428**.

Applications must be received by close of business **Monday December 16, 2019**. Applications will be short listed for interview based on the responses to the key selection criteria. Applications should be marked 'Confidential' and may be submitted by:

Website: www.bendigo.vic.gov.au/About/Working-at-the-City-of-Greater-Bendigo/Current-vacancies - Use the **Apply Now** section for the appropriate position and follow the prompts (**Preferred option**)

Post: HR / Recruitment Officer
City of Greater Bendigo
PO Box 733, BENDIGO 3552

In person to: 195-229 Lyttleton Terrace, Bendigo

Please ensure that your application includes:

- A copy of your current resume, including contact details for two (2) work related referees (referees will only be contacted after a personal interview has been conducted)
- Covering letter
- A statement addressing each key selection criteria

Please note: if your application is successful we will require the following documents prior to commencement:

- Birth Certificate or Extract and any formal registration of name changes such as a Marriage Certificate, or deed poll documentation (if name is different on Birth Certificate/Extract)
- Photo Identification, i.e. Current Driver's Licence, Passport
- If your birthplace is outside Australia, documents proving you are legally able to work in Australia, i.e. Evidence of citizenship/permanent residency status or working visa

For further information on Bendigo, please visit our website at www.bendigo.vic.gov.au
Thank you for your interest in this position; we look forward to receiving your application.

The City of Greater Bendigo aspires to be a values driven organisation
Working together to be the best we can for our community
Our Values: We Lead, We Learn, We Care, We Contribute, We Respond, We Respect

<u>POSITION TITLE:</u>	EARLY PARENTING WORKER
<u>EMPLOYMENT STATUS:</u>	FULL TIME and/or PART TIME, ONGOING
<u>CLASSIFICATION:</u>	BAND 5
<u>SALARY:</u>	\$67,319 - \$78,442 + SUPER
<u>UNIT:</u>	COMMUNITY WELLBEING
<u>DATE REVIEWED:</u>	NOVEMBER 2019

THE DIRECTORATE:

The Health and Wellbeing Directorate works in partnership with the community to ensure it is:

- Healthy and well
- Safe and secure
- Able to participate
- Connected to culture and community
- Liveable

We do this by providing leadership, planning, policy development, service delivery, capacity building and supporting the delivery of community infrastructure using approaches that are evidence informed, apply an equity lens and are continuously evaluated.

THE UNIT:

The Community Wellbeing Unit delivers integrated policy, planning, programs, services and infrastructure improvement for children, young people and older adults living across the City with the primary aim of improving their health and wellbeing. These initiatives are delivered utilising funding from clients, Council, the Commonwealth and/or State government.

A significant component of the unit's role over the next few years will be to work with Council and staff in responding to a rapidly changing external policy environment in both the community based aged, disability and early year's sectors.

POSITION OBJECTIVES:

The Enhanced Maternal Child Health (EMCH) program is part of Victoria's Maternal and Child Health (MCH) Service and is offered to selected families as an extension of the Universal Maternal

and Child Health (UMCH) program. The EMCH is an Outreach program for children (aged 0 to 3 years) & families at risk of poor outcomes who are experiencing a period of increased need which offers flexible actions and interventions.

The program aims to:

- Establish a consistent and contemporary model of care to support inclusive practice and meet the needs of a diverse population
- Provide clear planning pathways for families and staff
- Strengthen partnerships with complementary services to provide integrated care for families

The Early Parenting Worker under the supervision and support of the Outreach Services Coordinator is to provide a holistic support service to at risk families in order to improve parenting skills & confidence and improve outcomes for children.

KEY RESPONSIBILITIES & DUTIES:

- Adhere to EMCH & MCH program guidelines, CoGB policy and procedure, Council plans, funding and service agreements and relevant legislation and initiatives.
- Support a strength based approach to parent / child interactions through by the development of parents knowledge, skills and attitudes related to the nurturing and protection of their infants and young children through role modeling and coaching parenting practices. This may include working autonomously in the home with families or in group settings
- Identify and inform Outreach Services Team Leader of any emerging issues that may impact on outcomes for children
- Participate in client case management meetings as required, advocating on behalf of children to ensure their safety, well-being and development
- Participate in professional development & networking opportunities to broaden exposure to EMCH and maintain working knowledge of and meet all requirements in respect to relevant legislation
- Development and implementation of appropriate action plans (for example CFAP)
- Build professional networks and work in partnership with other Early Years Community Service providers including but not limited to Midwifery, Early Intervention, Child FIRST, Child Protection, Mental Health and Family Violence services
- Promote MCH program, including the 24 hour line & MCH App as a resource to children, families and community services/organisations.
- Promote and actively pursue links with other early childhood and family service providers and community organisations.

- Maintain professional knowledge of evidenced-based research and industry wide issues and projects
- Recognition of incorporating personal boundaries within practice. Ensuring personal self-care and participating in Clinical Supervision sessions.
- Contribute to a positive Unit and team culture and actively build and maintain team morale through positive, open communication and activities.
- Maintain timely, accurate and confidential records
- Adhere to City of Greater Bendigo policies & procedures, values & behaviours
- Carry out other duties that are within the limits of the employee's skill, ability, competence and training, and the requirements of the role as may be directed from time to time by more senior staff

Occupational Health and Safety (OH&S)

- Responsible for compliance with OH&S regulations relevant to the tasks performed.
- Provide a safe working environment for the community and private property whilst engaged in work practices.
- Provide a safe working environment for self and fellow workers.
- Participate and complete relevant risk assessments and other OH&S documentation as required.

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Outreach Services Coordinator
Supervises:	NIL
Internal Liaisons:	Early Years Senior Coordinator, Community Wellbeing Manager, Universal MCH and Outreach Services
External Liaisons:	Clients, Early Years DHHS, DET, Municipal Association of Victoria (MAV), and community service providers, Early Childhood and Family organisations/agencies and hospitals.

ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Supervise resources and other employees as required, the freedom to act is governed by clear objectives and/or budgets, frequent prior consultation with more senior staff and a regular reporting mechanism to ensure adherence to plans.
- Regulate and provide advice to clients including specialist advice, the freedom to act is subject to close supervision or to clear guidelines. The effect of decisions and actions taken on individual clients may be significant but the decisions and actions are always subject to appeal or review by more senior employees.

- Provide direct support and assistance to more senior employees, the freedom to act is not limited simply by standards and procedures, and the quality of decisions and actions taken will often have an impact upon the performance of the employees being supported.

JUDGEMENT & DECISION MAKING:

- The objectives of the work are usually well defined but the particular method, technology, process or equipment to be used must be selected from a range of available alternatives.
- Ability to solve problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.
- Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.
- Guidance and advice will usually be available within the time required to make a choice.

SPECIALIST SKILLS & KNOWLEDGE:

- Demonstrated clinical practice based on respect for the values and rights of clients self and colleagues.
- Skills in case management with the knowledge and ability to seek out information and make referrals to other support agencies.
- Understanding of the:
 - Privacy and Data Protection Act 2014, Health Records Act 2001 and Public Records Act 1973
 - Child Wellbeing and Safety Act 2005, Child Safe Standards and Child Information Sharing Scheme
 - Family Violence Protection Act 2008 and Family Violence Information Sharing Scheme.
 - Knowledge of compliance in accordance with the Health Practitioner Regulation National Law Act 2009.
- Ability to interpret regulations and an understanding of the underlying principles involved as distinct from the practices.
- An understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.
- Proficient in the use of computer software including Microsoft Office suite.

MANAGEMENT SKILLS:

- Skills in managing time, setting priorities and planning and organising one's own work and in appropriate circumstances that of other employees, so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

- An understanding of and ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees training and development.
 - Effective and timely referral to other health professional and community agencies as appropriate.

INTERPERSONAL SKILLS:

- Ability to demonstrate and display the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- Ability and commitment to maintain confidentiality at all times.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of well-defined activities and in the supervision of other employees where appropriate.
- Proven skills in quality report writing and preparing external correspondence.

QUALIFICATIONS & EXPERIENCE:

- Relevant tertiary qualification eg Social Work, Children's Services, Early Childhood Development / Education or other relevant field.
- Demonstrated experience in working with children & families as per enhanced guidelines

Additional Information

- As part of the City's Recruitment and Selection and related policies, a Pre-employment Medical, satisfactory Police Record Check, and Working with Children Check is required for this position.
- Current Victorian Driver's License
- You may be provided with or use equipment that contains electronic monitoring devices.

KEY SELECTION CRITERIA:

- Excellent verbal and written communication skills including the ability to effectively engage and build relationships based on trust with vulnerable families.
- Demonstrated experience in achieving outcomes for children & families at risk of poor outcomes.
- Excellent organisational skills that can be applied in an environment of conflicting demands, including well developed time management, prioritisation skills and use of range of software programs such as IRIS.

- Effective, enthusiastic and flexible team player with the ability to work cooperatively and positively in a sensitive and confidential environment.
- Ability to participate in clinical supervision and reflect on practice to ensure continuous improvement and best outcomes for families.