



Aboriginal Family Support Services  
Together with the community

# Child Advocate Family Group Conferencing

Full Time Position Available – Metro North  
Salary Range \$97,397.04 - \$101,803.52

**Aboriginal and Torres Strait Islander people are strongly encouraged to apply.**

#### **Your new employer**

Aboriginal Family Support Services is a lead Aboriginal Community Controlled Organisation that has been providing services to Aboriginal families and communities across South Australia for over 45 years.

#### **Be a part of our growing program!**

Aboriginal Family Support Services (AFSS) is expanding the Family Group Conference Program (FGCP). Referrals are accepted from the Department for Child Protection (DCP) and AFSS will work with families to bring together all those members of the family that should be included. The FGC is a family led and child focused process to create a plan to ensure the safe care of the families child(ren). This is a Culturally responsive, trauma informed and family led model that embraces the Aboriginal and Torres Strait Islander Child Placement Principle.

This program will be based in the North of Adelaide and provide service to several metro and regional areas.

#### **Your new role**

The Child Advocate ensures that the voice of the child, their developmental needs and cultural rights are central to the FGC process. The Child Advocate will draw on their significant cultural knowledge, their understanding of child development, trauma and attachment to ensure these remain central to the FGC process and that any plan created holds these at its core.

#### **Who we are looking for**

You will have significant experience working with children and young people and have a strong understanding of child development and trauma. Strong relationship skills and the ability to build rapport with children and young people of all ages will be vital to success in this position. A sound understanding of Child Protection and the Aboriginal and Torres Strait Islander Child Placement Principle is also important.

For Further information about essential criteria for any of these roles, please refer to the J&P.

#### **To be successful you will need**

- Qualifications in at least one of the following- Mediation, Family Dispute Resolution, Early Childhood Education, Counselling.
- A South Australian Working with Children Check (WWCC)
- A NDIS Employment Clearance
- National Police Check
- A Safe Environments for Children and Young People – Through their eyes Certificate
- A current South Australia Drivers License
- Unrestricted eligibility to work in Australia
- Fully vaccinated against Covid 19

Don't have a WWCC & NDISWC? You can apply on-line at [www.sa.gov.au/screening](http://www.sa.gov.au/screening)

**If this sounds like you** scroll down to view the Job & Person (J&P) Specification, **then** tell us in a 2-page cover letter (that reflects the Key Result Area's found in the J&P) why you're a good fit for this job and send this with your resume via our Seek Ad, or email to [recruitment@afss.com.au](mailto:recruitment@afss.com.au)

**Applications close 22<sup>nd</sup> February 2025**

For more information, please call Kylie O'Connell on **0439 210 270** (Mon to Fri 9am – 5pm)

**We look forward to receiving your application, however if you do not provide a 2-page cover letter addressing your skills and experience against the Job and Person Specification we are unlikely to consider your application. AFSS reserves the right to commence interviews prior to closing date and may fill the role if a suitable candidate is identified.**

Supported by the Government of South Australia



# Aboriginal Family Support Services

## Job and Person Specifications

<b>Position Details</b>	
<b>Position</b>	<b>Child Advocate</b>
<b>Program</b>	<b>Family Group Conference Program</b>
<b>Classification</b>	<b>Social, Community, Home Care and Disability Services Industry Award 2010 Salary Range: Level 5</b>
<b>Hours</b>	<b>Full time</b>
<b>Hours per week</b>	<b>38 hours per week</b>
<b>Duration</b>	<b>Ongoing</b>
<b>Fixed term / maximum term end date</b>	<b>Not Applicable</b>
<b>Location</b>	<b>Adelaide. SA</b>
<b>Reporting Relationships</b>	<b>The Child Advocate reports to the Coordinator of the Family Group Conferencing Program. The Facilitators will work in partnership with Child Advocates.</b>
<b>Effective date</b>	<b>January 2025</b>
<b>Funding Sources</b>	<b>Department of Child Protection, South Australian Government</b>
<b>Mandated Notifier</b>	<b>Aboriginal Family Support Services provides residential care services for children, and the incumbent, like all employees, is a Mandated Notifier as prescribed by the Children and Young People (Safety) Act 2017 (SA).</b>



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## Job and Person Specifications

<b>Program Overview</b>	
<p>Aboriginal Family Support Services (AFSS) Family Group Conferencing Program (FGCP) accepts referrals from the Department of Child Protection. The FGCP provides a culturally safe and independent process for families to come together and create plans that will address Child Protection Concerns. This child focused plan seeks to involve all relevant family members and can draw in support from other community members or services as identified by the family.</p> <p>The FGCP will provide a Facilitator to work with family to prepare for the conference and that the voice and needs of the child remain the focus. The Facilitator will work alongside a Child Advocate (when needed) to ensure that the voice of the child is heard through the conference process. The Facilitator will be responsible to ensure all parties attend the conference, they will ensure there is an appropriate venue and that the plan created is shared with the necessary parties.</p>	
<b>Position Objectives</b>	
<p>The Family Group Conference Child Advocate will support the child(ren) about whom an FGC is being held to have their voice and needs heard during the process.</p> <p>Where a child is too young, or unable to participate in the FGC the child advocate will meet with them to explore and gain insight into their views and attend the FGC to represent these. If the child is too young, or unable to express their thoughts or opinions to the advocate then it is their role to participate to ensure the age-appropriate needs and cultural rights of the child are considered during the FGC.</p>	
<b>Job Specifications</b>	
<b>Key Result Areas</b>	<p>The Key Result Areas outline the key expectations of the incumbent. They align with the requirements of DCP Funding Agreement and with AFSS Vision, Guiding Principles and Strategic Plan. The incumbent will be required to participate in regular supervision against each of the Key Result Areas as detailed below.</p>
<b><u>Key Result Area One</u></b> <b>Culture Awareness &amp; Safety</b>	<ul style="list-style-type: none"> <li>- Relate positively and respectfully with Aboriginal people and communities, be open to listen and learn, show humility and be non-judgmental and sensitive to individual and community needs.</li> <li>- Ensure that the cultural rights and identity of Aboriginal and Torres Strait Islander children is held as central to the FGC process.</li> <li>- Ensure that all consultations and meetings with children are held in a culturally safe manner.</li> <li>- Ensure recommendations made to the FGC process are culturally informed.</li> </ul>
<b><u>Key Result Area Two</u></b> <b>Facilitation and Engagement</b>	<ul style="list-style-type: none"> <li>- Ensure the voice and needs of the child(ren) are heard and responded to during an FGC process.</li> <li>- Meet with children to explore their views on the issues to be addressed during the FGC (where age appropriate).</li> <li>- Provide recommendations and advocacy that is informed by child development theory, attachment theory and trauma informed. There must also be a culturally responsive lens applied to all recommendations and advocacy.</li> </ul>
<b><u>Key Result Area Three</u></b>	<p>Actively manage the completion of administrative tasks including data reporting and the use of AFSS processes and tools to manage workloads and priorities:</p> <ul style="list-style-type: none"> <li>- Submitting high quality reports that are factual, clear and concise and adequately respond to the information required by the funding body.</li> </ul>



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<b>Administration and Transparency</b>	<ul style="list-style-type: none"> <li>- Ensuring that all clients contact, and engagement is appropriately documented and recorded on AFSS data collection systems – CRM (and other data systems as required)</li> <li>- Making use of the appropriate time keeping processes at AFSS including the Attendance System and the use of Outlook Calendar to record daily movements, meetings and other work-related commitments</li> <li>- Ensuring that Application for Leave forms and supporting documentation (Medical Certificates or Statutory Declarations) are lodged within appropriate timeframes.</li> </ul>
<p><b><u>Key Result Area Four</u></b></p> <p><b>Administration and Transparency</b></p>	<ul style="list-style-type: none"> <li>- Adhere to the Government of South Australia’s Information Sharing Guidelines, which are designed to give providers of services to children, young people and adults, confidence in sharing information to prevent harm or respond to current threats to safety and wellbeing.</li> </ul>
<p><b><u>Key Result Area Five</u></b></p> <p><b>Service Excellence and Continuous Improvement</b></p>	<p>Maintain and model an ongoing commitment to continuous improvement in the provision of services to internal and external customers by:</p> <ul style="list-style-type: none"> <li>- Actively demonstrating a commitment to Service</li> <li>- Excellence across AFSS</li> <li>- An ability to function autonomously when required as well as a strong focus on teamwork</li> <li>- Abiding by AFSS policies and procedures, Vision, Guiding Principles and Strategic Plan</li> <li>- Participating in continual improvement processes across all levels of AFSS</li> <li>- Act as an ambassador for AFSS during all interactions with clients, communities, partner agencies and services.</li> <li>- EEO/Diversity – All AFSS employees must recognise and adhere to the principles of Equal Opportunity. This means being non-discriminatory in all they say and do and recognising and accepting the value of diversity within the AFSS and broader community.</li> </ul>



# Aboriginal Family Support Services

## Job and Person Specifications

Person Specifications	
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>• This position requires the ability to operate standard equipment and keyboards.</li> <li>• While performing the duties of this job, the employee may be regularly required to sit, stand, walk, talk, see, and hear.</li> <li>• Performing administrative duties that require use of a phone, computer, monitor, keyboard, and mouse.</li> <li>• Standing or sitting for periods as required.</li> <li>• Speaking clearly so listeners can understand.</li> <li>• Undertaking light manual tasks that may involve forward or backward bending/twisting at the waist, pushing, pulling, lifting light objects, including shopping bags etc.</li> <li>• Driving an AFSS vehicle, in accordance with WHS requirements below.</li> </ul>
<b>Psychological Requirements</b>	<ul style="list-style-type: none"> <li>• Self-management – Ability to plan, Prioritise and organise your workload in a way that contributes to successful outcomes.</li> <li>• Able to remain calm whilst managing multiple tasks effectively.</li> <li>• Ability to adapt and respond appropriately in changing situations or when under pressure.</li> <li>• Be able to work under tight deadlines.</li> <li>• The employee must maintain emotional control under stress.</li> <li>• Ability to appropriately communicate with staff at all levels.</li> <li>• Ability to display a positive and helpful attitude.</li> <li>• Ability to take initiative, work independently and work with minimal supervision.</li> <li>• While performing the duties and responsibilities, needs to execute a set of manners, behavioural disposition, and etiquette.</li> <li>• Able to focus and be productive.</li> <li>• Excellent problem-solving skills and attention to detail.</li> <li>• Effective time management</li> <li>• Leadership requires a wide range of Psychological Skills Including Strategic Thinking, Problem Solving, Communication and emotional Intelligence.</li> <li>• Problem-solving skills - Identify the problem and generate possible solutions.</li> </ul>
<b>Qualifications</b>	<p><u>Preferred</u> Qualifications in at least one of the following: Mediation, Family Dispute Resolution, Early Childhood Education, Counselling.</p>
<b>Experience</b>	<p><u>Preferred</u> Therapeutic work with children and young people Experience as an advocate, particularly for vulnerable people/children Experience working in a Community Services based environment with Aboriginal children and families Experience working with the Child Protection System</p>
<b>Skills</b>	<p>Client engagement, particularly with children and young people Advanced time management Highly developed written and verbal communication</p>



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## Job and Person Specifications

<p><b>WHS</b></p>	<p>AFSS is committed to WHS across all activities and program areas and all employees are required to actively participate in WHS policies, practices, and procedures.</p> <ul style="list-style-type: none"> <li>• Ensure understanding of and compliance with all current organization policies, procedures, and work practices relevant to workplace Health, Safety and Welfare in the workplace.</li> <li>• Take personal responsibility for adopting safe work practices in all activities undertaken including ensuring no activities undertaken will adversely affect the health, safety, and welfare of other persons.</li> <li>• Obey all reasonable instructions in relation to health and safety at work.</li> <li>• Participate in the development of site and agency-based policies and procedures where required.</li> <li>• Follow the procedure regarding the use of AFSS vehicles in the workplace</li> <li>• To drive safely, in accordance with Australian Road Rules, SA (or other state if applicable)</li> <li>• To assist in maintaining AFSS vehicles in a safe condition, to conduct visual vehicle inspections, report suspected or unsafe vehicle conditions and to demonstrate safe driving practices to other road users.</li> <li>• All AFSS employees have an obligation to always work safely and not endanger their own well-being or the well-being of others. This includes employees at AFSS as well as members of the public. Furthermore, all employees are obligated to report any hazardous circumstances or potentially hazardous circumstances as soon as they become aware of them.</li> </ul> <p>The incumbent must be fit to undertake the tasks of their role and be able to maintain this throughout their employment and will be required to report any condition, physical or psychological, or medication that impact their capacity to safely fulfil their role.</p>
<p><b>Knowledge</b></p>	<p>Knowledge of the Child Protection System in South Australia.          Knowledge of the Historical and Contemporary factors that impact on Aboriginal children and families, particularly how these factors may impact on engagement.          Knowledge of the Aboriginal and Torres Strait Islander Child Placement Principle.          Knowledge of child development and attachment.</p>
<p><b>Travel</b></p>	<p>Intrastate and interstate travel involving overnight absences may be required in some roles. Including the requirement to fly on smaller planes and drive extensively in the regional areas.</p>
<p><b>Licences / Screening</b></p>	<p>This position requires the incumbent to hold and maintain:</p> <ul style="list-style-type: none"> <li>• Valid and full South Australian Driver’s Licence</li> <li>• Safe Environments for Children and Young People Certificate</li> <li>• Working with Children Check</li> <li>• NDIS Worker Screening Check clearance</li> <li>• National Police Check</li> </ul>
<p><b>General</b></p>	<p>The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.</p>



# Aboriginal Family Support Services

## Job and Person Specifications

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### Acceptance of Job and Person Specifications

#### Employee

Name:	
Signature:	
Date:	