



Stronger Families

Intensive Family Services Trainee Location- Salisbury , SA | Salary - \$74,572

Aboriginal and Torres Strait Islander people are strongly encouraged to apply for our new role as a trainee in the Intensive Family Services Team.

Your new employer:

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 40 years.

Your new role:

Based in our Salisbury Office under the supervision of the Development Coordinator

Step into a fully supported and trained position, where you will work and study for 6 months to learn how to support families who are facing complex challenges and child protection concerns.

You will be supported to develop your knowledge and skills to provide intensive home based case work. Use Culturally Safe, Strengths Based, Trauma Responsive practice with families who are at risk of having their children removed.

You will be working with families in crisis and helping them find their own solutions to safety and improved wellbeing.

You will be supported to develop your knowledge of child protection, complex case work and all the aspects associated with high quality support, such as case notes, reports and therapeutic approaches to a range of complex issues.

Who we are looking for:

A caring, supportive, reliable, person, who has a great attitude, and is fully COVID-19 vaccinated?

Ability to perform basic tasks, such as report writing, on computers

Commitment to make a positive difference to the lives of Aboriginal families

Ability to work well with different types of individuals

Compassion and empathy

Organisational and interpersonal skills

- The ability to interact well with children and build positive relationships with families.
- Ability to work and contribute to a team
- Great communication skills
- To be successful you will need:
 - A South Australian Working with Children Check (WWCC)
 - A Safe Environments for Children and Young People – Through their eyes Certificate
 - A current South Australian Drivers License
 - Eligibility to work in Australia

Don't have a WWCC check? You can apply online at www.sa.gov.au/screening.

If this sounds like you scroll down to view the Job & Person Specification (J&P)

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 to recruitment@afss.com.au

For more information please call **Kath Liddle** on 0458 320 766 (**Mon-Fri 9am-5pm**). **Applications close 9am Wednesday 29 November 2023**

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.



Aboriginal Family Support Services

Job and Person Specifications

Job Title: **Intensive Family Services Trainee**

– **Stronger Families Program**

Employee Name:

<p>Program Overview</p>	<p>The AFSS Stronger Families Traineeships are a pilot program aimed at increasing Aboriginal staff participation to better support our families. The trainees will work alongside families to support children to return to, or remain safely in the care of their families. This program will offer on the job training and development for Aboriginal people with lived experience with an opportunity to join the staff team on an ongoing basis after completion of the traineeship.</p> <p>As a Stronger Families Trainee you will be committed to empowering families to cope with the challenges they are facing. Our Trainees will seek to preserve and strengthen family relationships to ensure children and young people live in safe, secure and stable homes.</p> <p>There are 3 services within Stronger Families – Together with Family Service, Intensive Family Service and Reunification Service. The Trainee project will be working within the Intensive Family Service.</p>
<p>Position Objective</p>	<p>The Stronger Families Traineeship project seeks to support the theoretical knowledge and practical skills of workers who wish to move into the area of complex case management and family support within the child protection sector. The Trainee's will be supported to develop competency against the Key Result Areas listed below.</p> <p>The Stronger Families Trainee, under the direction of the Development Coordinator, will engage with families to provide support to allow families to build skills and capacity to allow them to keep children safely in their care and remain out of the child protection.</p> <p>The Trainee and Development Coordinator will work alongside families to create plans, build skills and resilience and connect with community and services to build a strong network of supports.</p> <p>Across our Stronger Families Programs we support families with a range of complex issues such as Loss and Grief, transgenerational trauma, Alcohol and other Drug concerns, Family and Domestic Violence issues, Housing stability, Physical and Mental Health issues, Parenting concerns, school attendance and other factors, which may result in Child Protection involvement.</p>
<p>Reporting Relationships</p>	<p>The Trainee Case Worker reports to the Development Coordinator, who in turn reports to the Senior Manager, Therapeutic Services. The program</p>



Aboriginal Family Support Services

Job and Person Specifications

	works closely with the Department of Human Services and Department for Child Protection (DCP).
Funding	Department of Human Services.
Award & Salary	Social, Community, Home Care and Disability Services Industry Award 2010 - Salary Range: Level 3.3
The Job	Job Specification
Key Result Areas	The Key Result Areas outline the expectations of the employee. They align with the requirements of the Stronger Families Funding Agreement the Department of Human Services, Department of Child Protection, with AFSS Strategic and Operational Plans and AFSS Policies and Procedures. The employee will be required to participate in regular supervision against each of the Key Result Areas as detailed below. This is not an exhaustive list and there may be changes or additional tasks required in response to changing program needs. Employees are required to follow all reasonable directions from their manager.
<u>Key Result Area 1</u> Cultural Awareness and Safety	<ul style="list-style-type: none"> - Relate positively and respectfully to Aboriginal people and communities, be open to listen and learn, show humility and be non-judgmental and sensitive to individual and community needs. - Ensure culture remains at the centre of case work and program delivery. - Advocate for the consistent consideration, and application of the Aboriginal and Torres Strait Islander Child Placement Principle.
<u>Key Result Area 2</u> Understanding and Application of Theory	<ul style="list-style-type: none"> - Assist families to identify, acknowledge and address child protection concerns using a strengths and risks-based, family-centered and culturally-responsive practice approach. - Work with families to strive for sustained change. - Understand and work with families through the engagement process, including but not limited to; assessments, goal setting, interventions, referrals, safety plans and risk management strategies.
<u>Key Result Area 3</u> Relationship skills	<ul style="list-style-type: none"> - Engage with families by being empathic and building rapport; to assist the family to be motivated to change; and to build and maintain a therapeutic relationship during the course of intervention. - Build, negotiate and maintain relationships in a collaborative, cooperative and client-centered manner; to negotiate and manage conflict; and to work with and become part of an extended team. - Demonstrate accountability to all stakeholders by being honest and transparent and applying skills of reflection, analysis, clear communication, having a clear sense of purpose, paying attention to detail, and acting in a timely manner. - Working with families in their homes, other community settings and supporting clients to access a range of services is required by this role. Work outside of standard hours may be required to meet the needs of families.
<u>Key Result Area 4</u> Administration and	Actively manage the completion of administrative tasks including data reporting and the use of AFSS processes and tools to manage workloads and priorities:

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Program	Version:	Review:	Review Due:	Initial - Chief Executive	



Aboriginal Family Support Services

Job and Person Specifications

<p>Transparency</p>	<ul style="list-style-type: none"> - Submitting quality reports that are factual, clear and concise and adequately respond to the information required by the funding body - Ensuring that all client contact and engagement is appropriately documented and recorded on AFSS data collection systems – CRM and R2D2 (and other data systems as required by AFSS policy. - 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 - Ensuring that Application for Leave forms and supporting documentation (Medical Certificates or Statutory Declarations) are lodged within appropriate timeframes.
<p><u>Key Result Area 5</u></p> <p>Service Excellence and Continuous Improvement</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"> - actively demonstrating a commitment to Service Excellence across AFSS - demonstrated ability to function autonomously when required as well as a strong focus on teamwork - abiding by AFSS policies and procedures, and Strategic and Operational Plans - participating in continual improvement processes across all levels of AFSS - act as an ambassador for AFSS during all interactions with clients, communities, partner agencies and services.
<p>The Person</p>	<p>Person Specification</p>
<p>Qualifications</p>	<p>There is not a minimum qualification requirement for this traineeship. However, candidates must demonstrate a willingness to engage in learning and development. Ongoing employment in the sector may also require the completion of a minimum Certificate 4 in a recognised course such as Child Youth and Family Intervention.</p>
<p>Experience</p>	<p>Experience or a passion for working with Aboriginal families, particularly in a family support or therapeutic context</p> <p>Experience or an interest in working with families who have experienced or are experiencing acute or chronic disadvantage and/or trauma and loss</p> <p>Experience or an interest in working as a practitioner in Human Service Programs such as those provided by AFSS</p> <p>Experience or an interest in working with families experiencing a range of difficulties</p> <p>Experience or an interest in working with families involved in the Child Protection System</p>
<p>Skills</p>	<p>A high-level of organisational skills, communication skills, writing skills and an ability to positively interact with AFSS staff, clients, sector representatives and community.</p> <p>Computer literacy with the Microsoft Office suite of products.</p>
<p>Knowledge</p>	<p>An understanding of the issues facing Aboriginal families which have impacted on individual, family and community wellbeing and which lead to involvement with the child protection system.</p> <p>Understanding the primary importance of the spiritual and cultural connection Aboriginal people have with country, family and community</p>

	<p>and the importance of Cultural Safety.</p> <p>Some understanding in areas relevant to child protection. These may include abuse and trauma, child development, loss and grief.</p> <p>An introductory knowledge of the Child and Young Person (safety) Act 2017, the role of DCP and of the Aboriginal and Torres Strait Islander Child Placement Principle.</p> <p>An understanding of Discrimination and Equal Opportunity issues as they relate to service delivery for Aboriginal people.</p>
WHS	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.
Travel	Intrastate and interstate travel involving overnight absences may be required in some roles. Include the requirement to fly on smaller planes and drive extensively in the metro and regional areas.
Licences & Screening	<p>All AFSS positions require employees to hold and maintain a current South Australian Driver's Licence, A Safe Environments for Children and Young People Certificate and a Working With Children Check (formerly a Child Related Employment Screening) and a NDIS Employment Clearance.</p> <p>All staff are required to have a valid COVID-19 vaccination certificate or a valid medical exemption certificate.</p> <p>All staff must be fit to undertake the tasks of their role and be able to maintain this throughout their employment. Staff are required to report any condition, physical or psychological, or medication that impact their capacity to safely fulfill their role.</p>

Signatories

Employee's signature

Employer's signature (Chief Executive)

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Employee's name

Employer's name

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