

## POSITION DESCRIPTION

<b>Position Title:</b>	Child Support Worker		
<b>Program/Team:</b>	Young Women & Young Families		
<b>Employment Type &amp; Hours:</b>	Part-time   15.2 hours per week [Tuesdays & Thursdays]		
<b>Award Conditions:</b>	Social, Community, Home Care & Disabilities Services [SCHADS] Award 2010	<b>Remuneration:</b>	Level 3
<b>Working From:</b>	Greenslopes and/or other BYS offices		
<b>Reporting Relationships:</b>	Reports to the Family Support Senior Practitioner/Parenting Group Coordinator		
<b>Probation Period:</b>	Six [6] months		
<b>Primary Purpose of Position:</b>	The child support worker will provide childcare for Parenting Group on Tuesdays and SAGE Group on Thursdays – a psycho-educational and social group for identifying women, genderfluid, persons, or non binary folk with experiences of unhealthy relationships. This position supports parent/child interaction and works on providing age-appropriate activities for each child’s development. Required, at times, to provide childcare support to children whilst parents need to focus on activities or discussions during group work.		
<b>In addition to submitting a resume or CV applicants must address the selection criteria [below] in their cover letter to be considered for shortlisting</b>			
<b>Selection Criteria:</b>	<ol style="list-style-type: none"> <li>1. Understanding of and commitment to BYS vision, values, and objectives and demonstrated experience working within a strengths-based and trauma informed practice framework.</li> <li>2. Ability to work in alignment with the Young Family team Practice Framework</li> <li>3. Strong communication skills</li> <li>4. Good planning, prioritising and organisational skills</li> <li>5. Non-judgemental, child focused, a team player, initiative, friendly, open minded, fun loving, gentle, kind, calm and caring</li> </ol>		
<b>Education, Qualifications, Requirements</b> [Mandatory]:	<ul style="list-style-type: none"> <li>• A qualification in childcare work desirable</li> <li>• Experience in caring for young children</li> <li>• Current Queensland driver’s license</li> <li>• National Police Check clearance</li> <li>• Working with Children Suitability Card [Blue Card] / willingness to obtain a Blue Card prior to commencement</li> <li>• Evidence of vaccination, immunity, or medical exemption for the following preventable diseases prior to commencement: Measles, Mumps, Rubella and Varicella [Chicken Pox]; Pertussis [Whooping Cough]; and COVID-19</li> <li>• Three relevant references, including most recent Manager, if relevant</li> </ul>		
<b>Skills &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Experience in working with young people with vulnerable young parents</li> <li>• An ability to work Tuesdays and Thursdays</li> <li>• Passion for Social Justice and working with disadvantaged groups</li> </ul>		
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Self-reflective and critical thinking skills</li> <li>• Personal drive and integrity and ability to stay calm under pressure</li> <li>• Consultative and collaborative working attitude</li> </ul>		

	<ul style="list-style-type: none"> <li>• Flexible, self-directed initiative, collaborative, inclusive, respectful, ethical, accountable</li> <li>• Commitment to a learning culture and ongoing professional development</li> </ul>
<b>Role and Responsibilities</b>	
<b>Service Delivery:</b>	<ul style="list-style-type: none"> <li>• Support group work by engaging with young parents with a child focus framework, and to provide support to children and parents involving group outings.</li> <li>• Provide transport for group participants and their children and have a good knowledge of installing child car seats</li> <li>• Manage children’s play while parents attend Parenting Group/Sage group.</li> <li>• Provide age-appropriate activities for children</li> <li>• Provide information about child’s activity to families who attend group</li> <li>• Provide feedback to the team about general children’s health and development</li> <li>• Monitor toys and equipment</li> <li>• Collect and maintain accurate client data, to contribute to monitoring, evaluation and reporting on program performance</li> <li>• Participate in both quantitative and qualitative data collection to support BYS continual quality improvement</li> <li>• Participate in staff training and development activities as required</li> <li>• Option to attend All of Staff Day or appropriate Team meetings</li> </ul>
<b>Service Operation and Development:</b>	<ul style="list-style-type: none"> <li>• Undertake monitoring and evaluation to improve service provision and client outcomes</li> </ul>
<b>People, Culture, Safety:</b>	<ul style="list-style-type: none"> <li>• Model ethical behaviours in line with the BYS Code of Conduct and consistently apply ethical standards to self and others</li> <li>• Participate in quality practice reviews, all-staff days, organisational planning and identify and participate in training and professional development opportunities</li> <li>• Protect and promote the rights of children and young people, including making decisions compatible with the Human Rights Act 2019; and responding to and reporting suspicions and disclosures of abuse or harm</li> <li>• Ensure a healthy and safe workplace for all by adhering to BYS Work Health, Safety and Wellbeing Policy, Procedures and Practices</li> <li>• Actively participate to deliver the BYS Reconciliation Action Plan [RAP] initiatives and measurable actions that support First Nations equality across our organisation and services</li> <li>• Attend supervision and service review with the Family Group Co-ordinator each term to monitor service and performance</li> <li>• Contribute to a culture of respect, optimism, accountability and resilience in line with organisational values</li> <li>• Participate as a collaborative and supportive team member, contributing to the overall effectiveness of the team and outcomes for young people</li> <li>• Create a trusting, cohesive environment where people can express opinions and those opinions are heard</li> </ul>

<b>Administration:</b>	<ul style="list-style-type: none"> <li>• Undertake all administrative functions and financial accountability relating to the role and ensure accurate and timely records are created and maintained in accordance with relevant legislation and BYS policies</li> <li>• Ensure the timely, consistent and accurate completion of client data records, including planned support and reviews, intake and outcomes assessment data, to contribute to monitoring, evaluation and reporting on program performance and outcomes</li> <li>• Submit timesheets and leave requests accurately and on time on a fortnightly basis, in accordance with relevant legislation and organisational policy and procedure</li> <li>• Collect and maintain accurate, timely client data and contribute to program-specific and organisation-wide monitoring, evaluation and learning activities</li> <li>• Maintain mandatory reporting in collaboration with the Young Women and Young Families Manager</li> <li>• Undertake any other duties or tasks as required</li> </ul>
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*The changing demands of BYS's organisation requires it to have reasonable flexibility in stipulating the duties that you will undertake from time to time. You will be required to perform any other duties for which you have the appropriate skill and/or training which are assigned to you by BYS, and these responsibilities do not limit what may be reasonably requested of an employee during the course of their employment.*

*As the successful applicant, you are required to sign and date this Position Description to demonstrate your commitment to fulfill this role in accordance with the key result areas outlined above.*

<b>Employee Name:</b>		<b>Signature:</b>		<b>Date:</b>	
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