

**Position Description:**

**Family Participation Program, Fixed Contract**

REFOCUS strongly believes and knows in its experience in providing supports the importance of providing a holistic service to capture all the health and wellbeing needs of children and families by building on *strengths of families and communities and focusing on the four key principles of physical health, mental health, spiritual health and family health.*

**Position Details**

**Title: Independent Support Person & Family Led Decision Making Facilitator Organisation**

**Work Location:** Gympie OR Sunshine Coast OR Moreton Bay *\*State which area you are applying for in your selection criteria response*

**Employment Type:** Permanent Part-Time, 30hrs per week

**Salary Range:** We are recruiting subject to experience and qualifications  
\$27.80 - \$32.80 per hour

**Position reports to:** REFOCUS Team Leader and CEO

The focus of the program is Aboriginal and Torres Strait Islander families with children and young people under the age of 18 years including those who are at risk of being the subject of a child protection notification or who are already subject to intervention by the statutory child protection system.

The FPP will commence at the same time as the *Child Protection Reform Amendment Act 2017* is proclaimed and will support the primary principle that Aboriginal and Torres Strait Islander peoples have the right to self-determination, and the implementation of the 5 elements of the Child Placement Principle:

1. **Prevention** - that a child has the right to be brought up within the child's own family and community.
2. **Participation** - that a child and the child's parents and family members have the right to participate in an administrative or judicial process for making a significant decision about a child.
3. **Partnership** - that Aboriginal or Torres Strait islander peoples have the right to participate in significant decisions under the *Child Protection Act 1999* about Aboriginal or Torres Strait Islander children, including the design and delivery of programs and services.
4. **Placement** - that if a child is to be placed in care, the child has a right to be placed with a member of the child's family group.
5. **Connection** - that a child has a right to be supported to develop and maintain a connection with the child's family, community, culture, traditions and language

A key function of the FPP will be the facilitation of independent Aboriginal and Torres Strait Islander Family Led Decision Making (ATSIFLDM), a process whereby authority is given to parents, families and children to work together to solve problems and lead decision-making in a culturally safe space. This program will operate to keep children safe in a way that optimises a families' participation and confidence in the process while meeting any statutory requirements.

The Family Participation Program Worker is responsible for providing the tools in building culturally appropriate relationships and generating culturally safe space for families to reflect on their strengths, their doubts, challenges and to detect how to act and address those concerns. They are to enable families in leading towards the best possible decision making and supporting them and aid families to have a knowledgeable voice in any relations with the statutory and non-statutory service systems.

**Responsibilities**

- Confident, professional and honest
- Prepare, coordinate and facilitate the Family LDM process for parents and families involved with the child protection system.

- self-motivated and self-starter person who will also enable Family Led Decision Making procedures that allow families to draw on their strengths, knowledge and resources to have a voice and feel empowered to make informed decisions on how to keep families safe and together.
- Verified knowledge of the Child Protection System and Child Placement Principle including all five fundamental elements and how they support working with children, young people, families
- Established information of the changes to the Legislation that will impact on 'permanency planning and stability' for Aboriginal and Torres Strait Islander children and families
- Facilitate family meetings using the family led decision making process, in homes and communities, to plan for the future of children and their families, in ways that are culturally safe, self-determining and appropriate
- Exceptional communication skills that permit the building of trust and confidence from children, young people and families
- Understand and action the role of independent person if required
- Understand and action the role of support person if required
- Exceptional organisation and coordination skills
- Record and store information gathered from families in line with Privacy requirements and in working with support staff.
- Using computers and particularly the Microsoft Office Suite
- Exceptional understanding Aboriginal Torres Strait Islander societies and cultures and an understanding of the issues, particularly in the health which are affecting Aboriginal & Torres Strait Islander people
- communicate sensitively and effectively with Aboriginal & Torres Strait Islander people.
- Excellent accuracy and numeric skills
- Adhere to all reporting requirements
- Achieve the KPIs set in the contract from the Department of Child Safety
- Other duties as requested by team leader or senior management

**As a member of the REFOCUS team, you will:**

- Hold a current blue card and letter of suitability
- Contribute to enhancing the local child protection sector by identifying opportunities, gaps and potential or emerging issues; and initiate appropriate action where possible
- Record and report back on meetings, activities and progress to REFOCUS Management
- Disseminate or contribute to the dissemination of results of local research and evaluation activities to broader audiences by journal publications, conference presentations, reports and other means
- Collaborate with the REFOCUS Foster & Kinship team, Advisory groups and Management to ensure two-way information sharing within and between local stakeholders ie. Child safety, Placement services
- Attend all required Child protection and Foster & Kinship care development opportunities and participate in all relevant networks and communities of practice
- Utilise specific infrastructure and support provided
- Produce all communications and actions to be inclusive of Aboriginal & Torres Strait Islander community and community diversity, actively encourage community participation and empowerment with a genuine commitment to social justice, health equity and equality

**Key Selection Criteria**

**Demonstrate your understanding and explain any relevant experience or learnings of the following:**

- Your experience and knowledge of federal and state based legislation including child protection legislation relevant to service delivery.
- Demonstrate the important place of indigenous leadership, strengthening relationships with Elders, Aboriginal & Torres Strait Islander Communities, and working within a bicultural context
- Demonstrated ability to work in a fast paced and high demand (although rewarding) work environment, including working within agreed timeline parameters.
- Demonstrates an understanding and awareness of Aboriginal & Torres Strait Islander history and the generational impacts

- Demonstrated evidence of your well-developed oral and written communication skills across diverse groups
- Demonstrated evidence of your intermediate level skills in Microsoft Office Suite/Keyboard Skills and Databases
- Knowledge and understanding of the principles of client centred case management and demonstrated ability in applying such principles.
- Sound understanding of child protective issues and family support approaches. Understanding of issues facing children and families with complex family dynamics and needs.
- Demonstrated ability to build effective relationships with clients, including families with complex needs.

**A Key Selection Criteria must be received with your cover letter and resume or your application will be eliminated from the recruiting process. Email Cover letter, Resume and Key Selection Criteria to [bs@refocus.org.au](mailto:bs@refocus.org.au)**