

**POSITION DESCRIPTION: Early Childhood Professional – Cradle to Kinder
0.5 FTE 2 year Contracted Part-Time Position**

INTRODUCTION TO TWEDDLE SERVICES:

Tweddle is located in Footscray and offers a range of specialist early parenting programs to families who are experiencing difficulties with parenting their children up to school age. Programs include residential, day long and sessional groups delivered at Tweddle or in local communities, collaboratively with local government, community organisations or health services. Staff may be required to work across programs and in various locations.

Reports To: Assistant Director of Nursing

Position Summary:

The Cradle to Kinder program is an established program funded by the Victorian Department of Health and Human Services (DHHS) to provide long term support to highly vulnerable young parents and their families who may be in receipt of intervention from Child Protection services.

A consortium with Melbourne City Mission as lead agency (in partnership with Kildonan Uniting Care, IPC Health Care, Tweddle, and Early Childhood Management Services [ECMS]) will deliver this service for the Brimbank Melton and North East Melbourne areas. This position will be based in Brimbank Melton.

Cradle to Kinder is a whole-of-family service response in the form of pre-birth support, intensive and longer term interventions and casework support until the child reaches five years of age. The service is aimed to support young pregnant mothers (under 25 years) where a report to Child Protection has been received for their unborn child or where there are a number of vulnerabilities and significant concerns about the wellbeing of the unborn child. There is priority access to young mothers who are or have been, in out-of-home care, Aboriginal women and women with a learning difficulty.

The Key Worker position is required to actively engage with the young mother and her family, conduct needs and risk assessments and planning with the multidisciplinary team, and provide a casework and case management service response.

The role, as part of a multidisciplinary direct service team, is required to maintain liaison with service delivery consortium partners and external service delivery partners including DHHS and the Child FIRST Alliance in order to deliver the quality, volume and outcomes targets specified in the program's service agreement with DHHS.

KEY SELECTION CRITERIA

Mandatory:

- Minimum Bachelor Degree in Early Childhood Development, Youth Work, Psychology or Social Work and/or an equivalent relevant tertiary qualification(s)
- Experience in family services, youth work, early childhood services social work or a related field
- Sound understanding of the issues facing vulnerable young parents and affecting their ability to ensure the safety and wellbeing of their children
- Sound understanding of child development and the factors that can impede a child’s healthy development
- Highly developed skills and experience in risk and needs assessment and risk management

Desirable:

- Significant experience in working with and providing active and assertive engagement in casework with children, young parents and their families, particularly for those with complex needs and those who are reluctant to accept services, especially young people
- Knowledge and experience with the child, youth and family sector and mainstream services
- Sound understanding of the service system for vulnerable young parents and their children and experience in working in partnership with key agencies
- Extensive knowledge and experience of casework principles and practice
- Capacity to deliver group work initiatives
- Well developed interpersonal, conflict resolution and negotiation skills
- Demonstrated ability to work autonomously and within a small team
- Knowledge and/or experience in Action Research and other related participatory engagement strategies
- Ability to work flexible hours

Key Responsibilities:

Position Responsibilities & Duties		Measurable Outcomes
Clinical Role	Work with the Cradle to Kinder team, partners and service providers to provide effective strategies for children, young parents and their families who have complex needs.	Demonstrates ability to work in collaboration and negotiate with key stakeholders to ensure the complex care needs of families are effectively translated into care planning and interventions to address risk or concerns. This includes

	<p>Provide high quality child-centred, family-focussed case management (including development and oversight of care planning) and support to vulnerable young mothers and their children who are referred to the Consortia Cradle to Kinder program from pre-birth until the child reaches 5 years of age. Provide casework to children and their families offering: appropriate therapies, family mediation, counselling and personal and parenting support. This may include assisting therapeutic intervention to young parents to support their healing from possible traumatic experiences that may be impacting on their parenting.</p> <p>Work with families within a multidisciplinary team to build the capacity of parents to meet the child's health, safety and developmental needs, and to build self-resilience through linkages to education, training and employment.</p> <p>Maintain and develop effective partnerships with a wide breadth of services including specialist</p>	<p>demonstrated strong working relationships with Child Protection and relevant specialist services including reporting any escalation of behaviours that may place the child/ young person at unacceptable risk.</p> <p>Demonstrates an understanding of the principles of the Family Partnership Model and working from a strengths based approach with families. Evidence of an ability to develop and oversee the implementation of individually tailored care plans that demonstrate a commitment to culturally sensitive practices and to maintaining cultural competence, and to supporting parents who may have an intellectual disability. This includes evidence of timely, accurate and legal documentation.</p> <p>Demonstrates ability to plan, implement and guide parents in age appropriate individual/group programs, interventions and activities, supporting them in being responsive to their child's daily care and developmental needs. This includes and understanding of child development, play and early learning. Evidence of care planning that recognises tailored interventions that meet the specific needs of the child and their family, including cultural needs. Includes evidence of convening a multidisciplinary care team to provide and coordinate identified services.</p> <p>Evidence of referrals to appropriate services within the broader</p>
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	<p>and mainstream services in child, youth, family, employment, training and disability.</p> <p>Undertake intensive initial multi-faceted, multi-disciplinary situational needs, risks and service assessments (over 3 weeks).</p> <p>Collate and maintain high quality documentation, including obtaining input from children and their families together with other key stakeholders, as part of Cradle to Kinder's evaluation framework.</p>	<p>community including evidence of seeking secondary consultations.</p> <p>Demonstrates an understanding of evidenced based knowledge of parent/child attachment and other early parenting issues which may influence the care environment. Evidence of an ability to recognise parenting behaviours that indicate concern, assess the level of risk to a child and respond as per mandatory reporting requirements.</p> <p>Evidence of high quality documentation that meets both contemporary best practice and regulatory and statutory requirements. This includes evidence of contributing records to evaluation processes for the Cradle to Kinder program.</p>
Team Work	<p>Provide support to other team members to maintain service delivery where there are competing demands on time and resources.</p> <p>Contribute to a positive workplace and a culture of learning.</p>	<p>Evidence of team work and to accept responsibility for additional tasks in support of team members.</p> <p>Evidence of willingness to contribute to a positive/learning workplace culture.</p>
Resource Management	<p>Management of resources against funding agreements.</p> <p>Contribute to the development and production of resource materials to support services.</p>	<p>Evidence of management of resources in line with Tweddle policies and procedures.</p> <p>Evidence of contribution to development of appropriate resources.</p>
Networking	<p>Promote Tweddle services in partnership, network and sector activities.</p> <p>Maintain knowledge of the range of health and community supports available to assist a family.</p>	<p>Attendance at relevant partnership, network and sector activities as relevant.</p> <p>Demonstrates a knowledge of community support services available for families which is conveyed in</p>

		discussions with Team Leaders for Discharge Care Planning for clients.
Supervision	<p>Provide parenting support for families that align with clinical reflective practice approaches.</p> <p>Participate in individual supervision with their Team Leader/Coordinator as required.</p>	<p>Participation in reflective practice, mentoring, and mandated supervision, which may include case presentations, required for all Tweddle staff.</p> <p>Evidence of a signed Supervision Agreement and Record of Attendance.</p> <p>Evidence of active participation in individual supervision with Team Leader as required.</p>
Professional Development	<p>Maintain professional knowledge base and attend relevant conferences, study days, formal study and/or readings.</p> <p>Participate in the Performance Review process.</p>	<p>Evidence of maintaining up-to-date knowledge and practice, including cultural competence. This includes attendance at in-service programs, conferences and study days and will be recorded in the organisations staff training matrix.</p> <p>Evidence of active participation in performance review activities with plans that demonstrate commitment to self-development. This will include evidence that there is progression on agreed actions and a proactive approach to identifying own learning needs and training opportunities.</p>
Quality & Risk	<p>Ensure quality service provision.</p> <p>Maintain a safe environment for clients, self and other staff. This includes active contribution to a system approach to minimise clinical risk and improve the safety of care.</p> <p>Demonstrate the principles of Person Centred care – respect and dignity, information sharing, participation and collaboration.</p>	<p>Evidence from client satisfaction feedback.</p> <p>Evidence of reporting, recording and risk controls implemented of any incidents involving clients, staff or visitors on Riskman.</p> <p>Evidence of consistently demonstrating compassion and</p>

	<p>Contribute to the development of creative, innovative and practical initiatives.</p> <p>Contribute towards the organisation's accreditation processes.</p>	<p>support to clients and staff respecting individual culture and values.</p> <p>Evidence of contribution to new practice and program initiatives.</p> <p>Evidence of contribution to accreditation processes.</p>
Occupational health and safety	<p>Ensure that staff and clients operate in a safe environment. This may include undertaking some general housekeeping activities to ensure a hygienic care environment is maintained.</p> <p>Commitment to own self-care and to building resiliency.</p> <p>Maintain knowledge of Tweddle's OHS policies and procedures.</p> <p>Utilise Riskman to capture incidences and near misses.</p>	<p>Evidence of the provision of a safe work environment. Evidence of a hygienic care environment for service delivery.</p> <p>Demonstrate knowledge and understanding of practices which promote resilience and self-care.</p> <p>Demonstrate knowledge and implementation of policies and procedures.</p> <p>Evidence of reporting near misses on Riskman.</p>
General	<p>Actively participate in relevant meetings and forums.</p> <p>Be available to work flexible hours depending upon participants' needs.</p>	<p>Evidence of representation at relevant meetings.</p> <p>Demonstrated flexibility in approach to work hours.</p>

Other Information:

Tweddle Values:

- Family Focus
- Cooperation and Openness
- Respect
- Treating People Equally
- Community Connectedness
- Creativity and Learning

All staff are expected to perform their role and responsibilities in accordance with the Tweddle values.

Tweddle is a Child Safe Organisation. The responsibility for children's safety and protection is embedded within the organisation culture including organisational policies and practices. Tweddle ensures that all staff members fulfil their legal obligations to respond and report any suspected incidence of child abuse.

Occupational Health and Safety Responsibilities:

- Tweddle is committed to providing, insofar as is practicable, a safe and healthy workplace for our employees, contractors, members and visitors.

Employees:

- Have a duty to take care, as far as they are able, of their own health and safety and that of other employees, members and visitors
- Must comply with safety procedures and directions
- Must report potential and actual hazards to their supervisor and their OHS representative

Our commitment to Tweddle staff

- Tweddle is committed to equal opportunity in the workplace for all employees, irrespective of race, colour, gender, religion or marital status. Staff are selected and promoted on merit
- Tweddle is committed to providing a safe and smoke free workplace

Other Factors Relating to the Role

- This position is permanent part time and may require weekend and evening hours work.
- The position agrees to work within and contribute to the Tweddle Practice Framework, policies and procedures and guidelines.
- The services close down for the period of Christmas/New Year and Easter and it is a requirement that all relevant staff take annual leave at this time.
- A current National Police Records Check is required and this is required to be updated every year.
- A Working With Children's Check is required.
- Evidence of current Immunisation status should be provided.
- The Victorian Public Sector Code of Conduct applies to all staff.
- All employees are required to actively participate on a Tweddle Committee e.g. Quality, OH&S, Workforce Development or Wellbeing.

Acceptance of appointed position:

I have read the Position Description: Early Childhood Professional Cradle to Kinder and agree to fulfill the requirements of the role to the best of my ability:

Candidate's name: _____

Candidate's signature: _____ Date: _____

Director of Clinical Services/Nursing: Ms Kirsty Evans

Managers Signature: _____ Date: _____