

POSITION DESCRIPTION: Early Parenting Practitioner

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.

As a Child Safe Organisation all staff are expected to promote the safety, wellbeing and inclusion of all children.

POSITION SUMMARY:

Reports To: Residential Services Unit Manager /Manager Community Programs

Early Parenting Practitioners are a key member of the clinical team providing frontline care to families to assist in the establishment and maintenance of healthy parent-child relationships. The role assists parents in learning to care for their young children and themselves as parents, including establishment and maintenance of feeding, sleeping, rest, play and limit setting of behavior, safety and hygiene. All interventions are founded on a sound understanding of the enduring nature of attachment relationships for the healthy development of children into adulthood. The Early Parenting Practitioner (EPP) establishes and maintains effective supportive, safe and welcoming learning environment for children and their parents. In addition, they plan, organise, implement, guide and evaluate play and age appropriate learning experiences for young children, encouraging parents to participate.

KEY SELECTION CRITERIA:

Mandatory: Diploma of Nursing or Children's Services or equivalent or other relevant parenting qualification

Desirable:

- An understanding, or knowledge of, infant mental health and attachment
- Understanding of working within the DHHS Best Interest Practice Framework
- A strong background of working in partnership with families
- Experience working in a multidisciplinary team
- Experience working in an Early Parenting Centre
- Experience in working with families experiencing multiple and complex issues
- An understanding of, or ability to identify, the range of services available in the community sector to support families
- An understanding of the importance of reflective practice

KEY RESPONSIBILITIES:

Position Responsibilities & Duties		Measurable Outcomes
Clinical Role	<p>Provide high quality child-centred, family-focussed care and support to vulnerable families and their children 0-4 years who are referred to Tweddle programs for support. This includes working from a relationships and Family Partnership Model approach and having an understanding of the inherent strengths and resilience of families.</p> <p>Ability to work with families from diverse backgrounds in a respectful and culturally sensitive manner, recognising different parenting practices and the need for a flexible and innovative approach to parenting support.</p> <p>Conduct comprehensive assessment to meet the complex care needs of vulnerable children and their families including goal setting, interventions and exit planning.</p> <p>Ability to work in collaboration and negotiate with key stakeholders (in particular families) to ensure complex care needs are effectively identified and translated into individual tailored care planning and interventions to address issues or concerns.</p> <p>Ability to 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 community and health supports to meet complex family needs and circumstances.</p>	<p>Demonstrates an understanding of the principles of the Family Partnership Model and evidence of promoting and working from a strengths based approach with families. This is evidenced in care and discharge planning where strengths are a key part of assessing risk.</p> <p>Demonstrates a commitment to culturally sensitive practices and to maintaining cultural competence. Evidence of practice approaches that demonstrate innovation and flexibility to ensure sensitivity to individual cultural needs where this does not compromise child safety.</p> <p>Evidence of the capacity to co-develop care plans with families including appropriate goal setting to meet complex needs and preparing for discharge care post program. In particular, this will be evidenced during active participation in handover discussions and the use of ISBAR.</p> <p>Demonstrates ability to work in collaboration with families and other professionals to develop care and discharge plans and interventions that best meet the individual needs of families. This includes identifying where a caregivers behaviour may place a child at unacceptable risk and ensuring this is conveyed through care planning discussions with the carer and/or Team Leader.</p> <p>Demonstrates an understanding of evidenced based knowledge of parent/child attachment and other early parenting issues which may influence the care environment and can articulate this in work with families in a manner that fosters reflection for change. This includes evidence of secondary</p>

	<p>Assist parents in learning to care for themselves as parents and their young children, including establishment and maintenance of feed, play, sleep and hygiene and limit setting of behaviour.</p> <p>Establish and maintain an effective supportive, safe flexible and welcoming learning environment for children and their parents.</p> <p>Ensure that client rights and needs are being met.</p> <p>Collate and maintain high quality documentation. This includes obtaining input from families together with other key stakeholders, as part of Tweddle's documentation requirements and the Research and Evaluation framework.</p>	<p>consultation and referral to community and health support services for ongoing care.</p> <p>Demonstrates ability to plan, implement and guide parents in age appropriate individual and group programs and interventions and activities. This is evidenced in the range of interventions and activities provided throughout the duration of service.</p> <p>Demonstrates behaviours that embody Tweddle values and evidence that this is translated into a positive workplace environment in which carers are able to reflect and consider their relationship with their child.</p> <p>Evidence of maintaining client safety, privacy and confidentiality. This includes evidence of enacting all obligations and expectations of a Child Safe Organisation.</p> <p>Evidence of high quality documentation that meets both contemporary best practice and regulatory and statutory requirements, in care planning that parenting support provision is integrated into client assessment, care delivery and follow up. This includes evidence of contributing records to evaluation processes for Tweddle programs.</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 accepting responsibility for additional tasks in support of team members.</p> <p>Evidence of willingness to contribute to a positive/learning workplace culture and of behaviours that reflect Tweddle values.</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 as endorsed through the appropriate Tweddle processes.</p>
Networking	<p>Promote Tweddle services in partnership, network and sector activities.</p>	<p>Attendance at relevant partnership, network and sector activities as relevant.</p>

	Maintain knowledge of the range of health and community supports available to assist a family.	Demonstrates a knowledge of community support services available for families that is conveyed in discussions with Team Leaders for Discharge Care Planning for clients.
Reflective Practice	<p>Provide parenting support for families that align with clinical reflective practice approaches.</p> <p>Participate in reflective group sessions with the Clinical Practice Lead and individual supervision with their Team Leader/Coordinator.</p> <p>Participate in 4* annual client file reviews. (*Pro rata for positions < 06 FTE).</p>	<p>Evidence of participation in reflective practice, mentoring, and mandated supervision required for all Tweddle staff. Evidence of a signed Supervision Agreement and Record of Attendance.</p> <p>Evidence of active participation in reflective group sessions and individual supervision with line management.</p> <p>Evidence of participation in *4 client file case reviews on an annual basis, including contributing to any recommendations made to improve practice or systems. (*Pro rata for positions < 06 FTE).</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>Attendance at in-service programs, conferences and study days. Evidence of maintaining up-to-date knowledge and practice, including cultural competence in completion of required Learning@Tweddle modules and other training as identified as required to maintain capabilities.</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 support to clients and staff respecting individual culture and values, as seen in direct observation of interactions, care planning and case note documentation.</p>

	Contribute to the development of creative, innovative and practical initiatives.	Evidence of contribution to new practice and program initiatives.
	Contribute towards the organisation’s accreditation processes.	Evidence of contribution to accreditation processes.
Occupational Health and Safety	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. Commitment to own self-care and to building resiliency. Maintain knowledge of Tweddle’s OHS policies and procedures. Utilise RiskMan to capture incidences and near misses.	Evidence of the provision of a safe work environment. Evidence of a hygienic care environment for service delivery. Demonstrate knowledge and understanding of practices that promote resilience and self-care. This may include accessing EAP where necessary. Demonstrate knowledge and implementation of policies and procedures. Evidence of reporting near misses on RiskMan.
General	Actively participate in relevant meetings and forums.	Evidence of representation at relevant meetings.

OTHER INFORMATION:

Tweddle Values:

- Collaboration
- Accountability
- Respect
- Engagement

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 may require weekend and evening hours' work. There may also be a requirement to work across other clinical and community areas.
- 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.
- A current driver's license is desirable.

Acceptance of appointed position:

I have read the Position Description: Early Parenting Practitioner 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: _____