

## POSITION DESCRIPTION

### Weave Women and Children's Centre, Waterloo Child and Family Caseworker and Children's Worker

<b>Position title:</b>	Child and Family Caseworker and Children's Worker
<b>Reports to:</b>	Weave Women and Children's Centre, Team Leader
<b>Responsible for:</b>	Providing casework support to women with children aged 0 - 12 years residing in the City of Sydney LGA. Providing child care to children 0 - 5 years for parents/ carers attending the centre for casework, counselling and parent education groups.
<b>Location:</b>	Weave Women and Children's Centre, 133 Morehead St, Waterloo
<b>Employment Details and Remuneration:</b>	
<b>Employer:</b>	Weave Youth and Community Services
<b>Hours:</b>	56 or 63 hours per fortnight (9 days per fortnight @ Caseworker role 5 days per fortnight; Children's Worker role 4 days per fortnight)
<b>Status:</b>	Part time contract - all positions at Weave are dependant on continued funding
<b>Award:</b>	Social Community Home Care and Disability Services Industry Award 2010 (SCHCADS)
<b>Grade:</b>	SCHCADS SACS Level 3-4 Paypoint 4.1 - 4.4 \$36.98 - \$41.09 per hour depending on qualifications and experience
<b>Benefits:</b>	Superannuation @ 9.5% and leave loading @17.5% plus generous wage packaging/salary sacrifice available

## SUMMARY OF THE POSITION:

This position combines the role of Caseworker and Children's Worker at Weave Women and Children's Centre in Waterloo.

## **KEY RESPONSIBILITIES:**

### Caseworker role:

- Provide intensive wrap around casework, case management, practical assistance, housing support, information and referral, education advice, access to parenting programs and support services to women with children aged 0 - 12 years residing in the City of Sydney LGA, who have complex trauma histories and complex needs, including mental health and AOD challenges, and experiences of homelessness, domestic and family violence and child protection issues.
- Ensure the casework support you provide is done in line with “Weave’s How We Do What We Do” practice framework.
- Provide referral, advocacy, information, and support services to clients.
- Work from a proactive, responsive, trauma informed, strengths based, feminist principled, healing centred and culturally safe perspective.
- Engage in outreach service provision where required, including accompanying clients to appointments.

### Children’s Worker role:

- Provide quality, therapeutic child care to children 0 - 5 years while their parent/carer is attending education groups and casework and counselling appointments at the centre.
- Organise and conduct age appropriate, engaging play and learning activities for children attending the centre.
- Observe children’s behaviour, eating, social interaction and development and give appropriate feedback to parent/carer as required.
- Support children’s emotional and social development. Encourage development of a positive sense of self and positive social interactions with other children.
- Supervise meals and snacks promoting healthy food choices.
- Participate in case discussion with caseworkers working with families accessing childcare at the centre.
- Ensure general care and hygiene of each child including changing nappies and clothes, washing hands etc.
- Keep childcare area and equipment clean in line with OH&S standards. Put away all equipment and leave the area clean and tidy after each session, ensuring the area is locked and heating and lights are turned off.

### Caseworker and Children’s Worker shared responsibilities:

- Participate in Intake/Drop-In work, including answering phones, taking referrals, assisting drop-in clients to make appointments and fill out forms,

administering electricity vouchers, providing crisis support and providing food parcels.

- Work collaboratively under a “shared care” model alongside other Weave staff and external health professionals and service providers.
- Contribute to strategic planning for Weave Women and Children’s Centre and Weave in general.
- In consultation with the Weave Women and Children’s Centre Team Leader, develop Work Plans in alignment with Weave’s Strategic Plan, identify your professional training and development needs, and participate in training and performance appraisal as required.
- Attend regular clinical supervision as agreed upon by your Team Leader.
- Develop Action Plans for your clients and ensure these inform the work done.
- Liaise with relevant networks, agencies, community members and government departments as required.
- Assist the team with supervision of student placements and volunteers as required.
- Assist with and encourage client participation in Weave events and projects.
- Maintain up-to-date administrative and clerical records as required within the course of your work, including upkeep of client files, data base, daily client statistics, organising logistics for groups, writing reports and support letters.
- Assist in the planning, organising and running of groups, parenting workshops, projects and events as required.
- Other duties as required.

#### **GENERAL RESPONSIBILITIES OF ALL WEAWE STAFF:**

- Work as part of the wider Weave team displaying effective team membership.
- Participate in Weave staff meetings, retreats, planning days, training and performance appraisals as required.
- Perform all duties in accordance with the Weave Code of Conduct and Weave policies and procedures.
- Maintain a commitment to EEO policy and WHS safety standards, ethical practice principles and a commitment to the principles of cultural diversity.
- Take responsibility to ensure Weave is a warm, inviting and hospitable environment for everyone to enjoy; treat people like you would if they were guests in your home.
- Notice when things are untidy and clean up as needed.
- Make sure all visitors to the centre are welcomed and looked after including offering cups of tea, coffee, water etc. and that they get the assistance they came for, or at least information and referral if Weave cannot assist directly.
- Hospitality is a shared responsibility of the whole of the Weave team and is included in the Job Descriptions of all staff.

- Support and maintain a healthy Weave culture and embody the “Magic of Weave” ethos and values.
- Expectations of workers roles can change according to the needs of the community and available resources.

## **SELECTION CRITERIA:**

### **Qualifications, experience and mandatory requirements**

- Relevant tertiary qualification/s in Social Work, Community Work, Social Sciences or similar.
- Experience in a caseworker role providing support to women and families with complex trauma histories and support needs.
- Experience in providing child care to children and families with complex needs.
- Experience in working with Child Protection issues, and knowledge of Child Protection legislation and tools.
- Knowledge and understanding of relevant referral pathways to health, education, employment, recreational, cultural, housing, mental health, legal, drug and alcohol and other support services.
- Demonstrated experience working with Aboriginal people and communities, and an understanding of the strengths of Aboriginal people and the impacts of intergenerational trauma on Aboriginal people residing in Redfern, Waterloo and surrounding areas in the City of Sydney LGA.
- Understanding of issues affecting women from CALD backgrounds.
- Understanding of the social justice issues facing women and children residing in Redfern, Waterloo and surrounding areas in the City of Sydney LGA.
- Understanding and demonstrated experience of working within a trauma informed, healing centred, strength based, person centred, feminist and culturally appropriate framework.
- An ability to understand and manage community dynamics.
- NSW Working with Children Clearance and National Police Check.
- Driver's License.

### **Skills and attributes**

- Highly developed time management and organisational skills demonstrating attention to detail and the ability to complete tasks in a timely manner.
- Ability to work independently and use initiative.
- Strong communication skills, both verbal and written.
- Strong advocacy skills.
- Demonstrated interpersonal and relationship building skills.
- Ability to work as a team member and with a high degree of autonomy.
- Strong computer and IT literacy skills.
- Common sense and an excellent sense of humour.