

Position Description

Title:	Ngartuitya Family Group Conferencing Coordinator
Position Number:	20529
Agreement Coverage:	RASA Enterprise Agreement 2019
Classification Level:	Grade 4
Team:	Ngartuitya Family Group Conferencing
Reports To:	Team Leader Western Children's Services
Primary Location:	Hindmarsh

Primary Objective

The Ngartuitya Family Group Conference Coordinator provides Department for Child Protection (DCP) referred families with an independent, facilitated process to support them to develop a family agreement plan. The plan focuses on the safety and well-being of the child/young person, and outlines what specific actions by family members will be undertaken to address the DCP concerns.

Ngartuitya Family Group Conference Coordinators ensure that the right family and community members are present, or their views are represented at the conference; that a suitable venue and other resources like catering are available on the day; that cultural safety is considered, and that all participants at the conference are clear about the process and that the child safety concerns needing to be addressed.

Position Responsibilities

- Provide referred families with an independent, facilitated process to support them to develop a family agreement plan that focuses on the safety and well-being of the child/young person, and outline what specific actions by family members will be undertaken to address the DCP concerns.
- Effectively prioritise workflow, understanding the Ngartuitya Family Group Conference Program and service requirements so that the referred family are responded to within set timeframes.
- In performing the family group conference process follow a set time frame managing a paperwork trail of tasks completed, hours worked, and any travel undertaken.
- Communicate with the NFGC Senior Practitioner to resolve any practice issues as they arise.
- Facilitate family-led decision-making through NFGC to support secure and stable care arrangements for children and young people as an early intervention measure.
- Participate in supervision with Ngartuitya Senior Practitioner on a regular basis, remote supervision will be provided for coordinators based in regional locations.
- In conjunction with the Ngartuitya FGC Administrator, coordinate all service needs for each NFGC; making appointments with family, organising venue hire, transport, own travel and accommodation, and catering and other resources in line with NFGC budget and policy guidelines.
- Provide culturally safe processes and spaces to prepare and facilitate a NFGC.
- Liaise with and build relationships with DCP including the referring case managers and other stakeholders from within DCP.

- Maintain accurate and up to date records including case notes, timesheets, task lists, data base and other required paperwork on centralised programs.
- Ensure that all reporting is undertaken within time frames and that data is collected in line with the NFGC service model.
- Understand and comply with RASA policies in relation to information sharing and client confidentiality, including Information Sharing Guidelines (ISG) and abide by the principles associated with confidentiality.
- Contribute to NFGC Program initiatives that support evidenced based practice and visible results.

Qualifications and Experience

Essential

- Tertiary qualifications (AQF level 7) in social work, psychology, occupational therapy, developmental education, counselling or youth work, or a Diploma (AQF Level 5) with relevant experience in a one of the aforementioned fields, or demonstrated relevant experience for Family Led Decision Making in a cultural context.
- Demonstrated experience as a group facilitator, educator, family therapist or mediator.
- Completion of professional training in Family Group Conferencing (or ability to complete within 3 months).
- Demonstrated experience in community development and working with families in crisis or conflict.
- Demonstrated experience working with Aboriginal and Torres Strait Islander families and those from diverse cultural back grounds.

Desirable

- Experience in delivering services to children and families at risk of entering the child protection system.
- Graduate Diploma in Family Dispute Resolution.

Skills, Knowledge and Abilities

- Ability to maintain a regular case load of 2 – 3 referred families.
- Ability to meet face to face with clients.
- Ability to communicate with a diverse range of people, to manage conflict and facilitate group discussions.
- Knowledge of social justice principles and the SA Child Protection System.
- Ability to maintain a demonstrated connection to the relevant local community.
- Ability to foster and sustain a cooperative, “can do” attitude and work as part of the NFGC.
- Ability to monitor, evaluate and develop own practice work under the guidance of the NFGC Senior Practitioner and Team Leader.
- Ability to work and communicate effectively with a wide range of people from different cultural backgrounds and respond sensitively and appropriately to people in a variety of situations.
- Ability to operate with initiative and motivation and to work under limited direction to set goals and to work to deadlines.
- High level of oral and writing skills, financial acumen, the preparation of reports and reviews and provide accurate data entry.
- Exercise a high-level interpersonal skills, including the ability to negotiate, mediate and allocate resources effectively.

- Ability to be available to respond within DCP timeframes.
- Dedicated to flexibility and creativity in problem solving and program innovation.
- Ability to work from home as needed.

Requirements

- A satisfactory DCSI check for working with children.
- A satisfactory National Criminal History Check.
- Own vehicle for use during working hours.
- Current valid driver's license.
- Ability to adapt and perform duties as required by changing program needs.
- Some out of hours work and inter / intra-state travel may be required.

Work Health and Safety

- Demonstrate safe work practices for personal health and safety and the health and safety of others in line with Work, Health and Safety requirements.
- Comply with any reasonable instruction that is given by RASA and co-operate with any reasonable policy or procedure of RASA relating to health or safety in the workplace.

Direct reports

N/A

Values and Behaviours

The values and behaviours expected of RASA staff are outlined in the RASA Values, Ethics and Principles statement and the RASA Shared Behaviours statement. The duties outlined in this position description are to be read in conjunction with these statements along with the values outlined below.

Diversity

We believe that human diversity contributes to a rich and vibrant society.

We recognise the importance of culture in the lives of individuals and value cultural diversity.

We believe in each person's expression of their spirituality and the importance of all religions.

We respect the diversity of relationships between and in individuals, families and communities.

Respect

We believe in the unique and innate worth of all individuals.

We value the right of all people to live in safety and be treated with respect.

We support an equitable, just and non-discriminatory society.

We believe in the importance of living in harmony with our environment.

Belonging

We recognise the importance of a sense of connection and belonging in people's lives.

We value the importance of caring and loving relationships for couples, families, kin and friends.

We believe in the importance of positive and supportive relationships with the local community, between communities and in workplaces.

Learning

We believe that people should have the opportunity to learn and change throughout their lives.
We value people's right to make choices and learn from their experiences.
We believe in the importance of working and living together and learning from each other.

Acknowledgement

I have read, understood and accept the position as documented in this position description.

Employee Name:

Signature:

Date:
