

**CENTRAL COAST FAMILY SUPPORT SERVICES INC  
COMMUNITY PROGRAMS – GRG Project Worker  
POSITION DESCRIPTION**

**VISION STATEMENT:**

*Central Coast Family Support Services Inc. (CCFSS) is committed to a safe and just world in which difference is respected, learning is reciprocal and everyone has the opportunity to reach their full potential.*

**POSITION:** Grandparents Raising Grandchildren Project Development Worker

**STATUS:** Part-time 21 hours per week

**LOCATION:** Central Coast

**DATE:** July 2018

**KEY RELATIONSHIPS:** Families using the service, Local service partners, CCFSS team members, Service Manager and Management Committee.

**OVERVIEW**

The Grandparents Raising Grandchildren (GRG) Project Development worker will operate under limited direction from the Service Manager and undertake a range of functions that will strengthen the ability of vulnerable families to meet the developmental needs of grandchildren in their full time care. The position is responsible for the planning, coordination and delivery a range of CCFSS outreach services to grandparent who have the full time care and responsibility for their grandchildren. The position augments the case work aspect of the GRG program and works closely with clients, community partners, and the CCFSS team by providing guidance and leadership to staff, volunteers and students during project activities held across the Central Coast region.

**KEY RESPONSIBILITIES**

- Plan, coordinate and facilitate the regular delivery of GRG program events.
- In collaboration with CCFSS staff work within the broader community sector to develop partnerships and collaboration to meet the diverse and complex needs of the client group.
- Promote, deliver and report against the program objectives.
- Demonstrate excellent planning and monitoring skills particularly where there are complex needs, including the capacity to identify and respond to risks where statutory child protection involvement may be necessary.
- Develop and maintain appropriate networks and links within the community and regularly and actively participate in working groups related to the project.
- Maintain quantitative/qualitative data collection as required to ensure program development has a strong evidence base.

**Service Provision**

- Possess a sound knowledge of service responses and programs that can positively impact on parenting and family wellbeing.
- Demonstrate a high level of knowledge of relevant policies/processes regarding the legislative framework which guides our work with children and young people.
- Work in partnership with families and other organisations to address complex issues impacting on the wellbeing of families. This may involve skills and knowledge regarding

challenges associated with: domestic and family violence, trauma, alcohol/drug misuse, homelessness etc.

### **Community Engagement**

- Work closely with the Service Manager, Team Leader and Staff to ensure specific service standards are met; and contribute to the establishment of performance targets ensuring monitoring systems are in place for accountability purposes.
- Establish and maintain specific and identified links within the local service provider network, including maintaining strong collaborative relationships with key internal and external stakeholders.
- Demonstrate sensitivity to issues of confidentiality, gender, cultural background, disability, age and sexuality in dealing with a wide range of client groups.
- Understanding and respect for the needs of diverse communities particularly Aboriginal and Torres Strait Islander Communities.
- Directly assist families to build connections with appropriate services, community support and informal social networks.
- Establish strong relationships with appropriate networks and participate in joint activities, forums, interagency etc, which improve outcomes for families.
- Initiate, plan, implement and evaluate community program activities relevant to need as identified through organisational plans, contract specifications, evidence based practice and client feedback.

### **INTERNAL RELATIONSHIPS**

- Work effectively with CCFSS staff to ensure ongoing development of a dynamic, creative and cohesive team ensuring the development of solid, equitable and honest relationships that support a strong team approach.
- Implement CCFSS's organisational policies, including complying with work health and safety legislation.
- Participate in regular supervision and staff meetings and performance reviews as required by the Service Manager.

### **OTHER ORGANISATIONAL REQUIREMENTS**

- Strong computer literacy skills in Microsoft packages and the ability to adapt to new technologies.
- Provide outreach assistance in your own comprehensively insured motor vehicle.
- Provide formal written reports on the project as requested by the Service Manager.
- Work as an active member of CCFSS team assisting in other appropriate tasks as required.
- This position will require flexibility in work hours and days and will involve travel across the Central Coast region as necessary. This position will require some occasional weekend work.
- Ability to be flexible, adaptable and incorporate change in a work environment that is characterised by change.