

**FAMILY SUPPORT SERVICES**

T. (02) 4340 1585

E. ccfss@ccfss.com.auwww.ccfss.org.au21 Old Mt Penang Rd, Kariong NSW 2250
PO Box 7125, Kariong NSW 2250

Dear Applicant,

RE: Employment at Central Coast Family Support Services

Thank you for your interest in becoming a part of the Central Coast Family Support Services team. Our programs work with families to provide practical support and skill development in both the home environment and community facilities to enhance family functioning and build skills and knowledge. This service type targets families with children where presenting problems, if left unattended, would likely escalate to the point where they may enter the child protection system.

We encourage you to read through the attached information which outlines the application process and skills and experience we are seeking in this position.

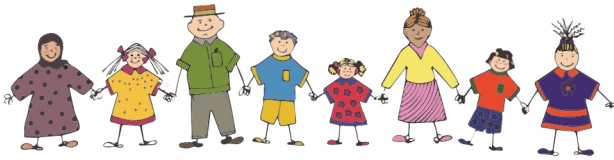
Please note that all applications should be emailed directly to ccfss@ccfss.com.au by the advertised closing date. Applications will not be considered after this date. If you have any enquiries please do not hesitate to contact myself on 43401585 or sarah@ccfss.com.au.

Your application must address how you meet the specific criteria of the position listed in this application package. Your responses to these criteria will be used to assess your suitability of interview. We may select applicants suitable for appointment to future positions within the organisation.

We appreciate your time and effort in applying for this position and your interest in Central Coast Family Support Services. In this instance only short listed applicants will be notified.

Regards,

Sarah Grey
Acting Executive Officer



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Guide for Job Applicants

We offer positions to people on the basis of merit. The applicant considered to be the most capable of the position is selected. To decide this we look at your qualifications, experience, skills, standard of work, and personal qualities relevant to the position advertised. Choosing the best person for the position is part of our policy of equal employment opportunity.

Writing your application

1. Write a statement about how you meet the Selection Criteria for the position.
2. Include an up to date resume. You should also tell us what type of work, including voluntary or unpaid work you have done in the past, what organisations you have worked for, the period you were employed, the kind of work you did, your skills and what your responsibilities were.
3. Provide the names and phone numbers of two Referees (at least one referee should be a recent supervisor, if possible). Also tell us how you know each referee, for example, is the referee your supervisor or co-worker etc. Your referees should know about the type of position you are applying for as they may be contacted by our selection panel.

How to address selection criteria

- **Understand the process.** Selection criteria is used to compare applicants on the same measures.
- **Study the selection criteria.** Take your time and think about what we are really looking for.
- **Do your preparation.** The more preparation you do, the better your answers will be.
- **Match criteria.** Print out your CV and compare it with the selection criteria. Can you see matches? It's perfectly acceptable to give examples from extracurricular activities such as sports or charity work. Provide a separate claim for each point.
- **Keep the layout simple.** Bullet points and short sentences are best. Less is more when it comes to applications.
- **Choose your words carefully.** If the right words jump out, your application will be worthy of further attention. Where possible use the same words and the language that is used in the criteria.
- **Give STAR responses.** Applicants with relevant and credible examples of the key criteria are more likely to make it to the top of the pile. Explain the "Situation" where the relevant example came from, such as customer service, follow that with the "Task", which is your role in the example, outline what "Action" you took, and spell out the "Result".
- **Substantiate your claims.** Rather than say: "I worked in a team", be specific about what your role was in the team.
- **Get someone to proofread your responses.** A fresh set of eyes is best to ensure that you have answered the questions and used correct spelling and grammar.



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Sending your application

You should email or post your completed application by the due date.

Email – ccfss@ccfss.com.au

Central Coast Family Support Services, P.O. Box 7125, Kariiong 2250

Attending an Interview

If you are selected for an interview, you will be contacted by telephone and advised of when and where the interview will be. You may be asked to bring a portfolio or samples of your previous work to the interview. If you need wheelchair access to the interview building, or have any other requirements, please advise the person who contacts you so that we can make appropriate arrangements.

You may be required to undertake a written assessment as part of the interview process. You will be advised of this if you successfully obtain an interview for the advertised position.

We will advise time, date and length of interview if your written application is successful.

CENTRAL COAST FAMILY SUPPORT SERVICES INC.

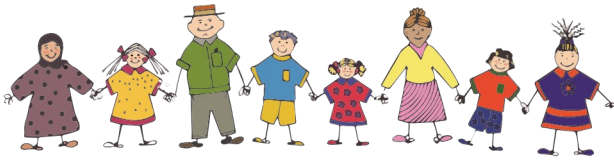
Position Application

Please use this checklist to ensure that you have completed all sections of your job application and have attached all the required documents. Please include this checklist with your application.

Position application checklist (tick the boxes)

- | | | |
|-------------------|--------------------------|---|
| Have you shown | <input type="checkbox"/> | the position you are applying for? |
| | <input type="checkbox"/> | your name and address? |
| | <input type="checkbox"/> | a daytime contact number and contact address? |
| Have you attached | <input type="checkbox"/> | an up to date resume? |
| | <input type="checkbox"/> | selection criteria |
| | <input type="checkbox"/> | the name and phone numbers of two appropriate referees? |
| Have you kept | <input type="checkbox"/> | a copy of your application? |
| Have you checked | <input type="checkbox"/> | the closing date for this position and where to send the application? |

Early Intervention Family Caseworker



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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: Early Intervention Family Caseworker

STATUS: Permanent part time - 28 hours per week

LOCATION: Central Coast Region

DATE: June 2023

OVERVIEW

- Provide complex case management services as a fundamental component of CCFSS's current programs.
- Work collaboratively with families to identify strengths, mitigate risk factors, increase capacity for resilience and promote positive relationships. This position will provide 1:1 interventions with families, including in the community and through home visiting. The Family Case Worker may also facilitate parenting groups with CCFSS team members and other organisations within the community.
- Contribute to raising awareness in the community and with other key service agencies, policy and decision making bodies about issues affecting families across the region, ensuring services are delivered in an integrated way.
- Possess a sound knowledge of trauma informed service responses that can positively impact on family functioning and implement models that can assist in promoting change in behaviour and support parenting capacity.



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FAMILY WORKER ACTIVITIES

Service Delivery

- Provide flexible services in convenient settings, including the family home or group setting, in order to engage families who may not ordinarily access services. Build trusting relationships with families, their children and their support networks.
- Provide information and support to families about parenting and the care of their children.
- Demonstrate excellent assessment, planning and monitoring skills particularly where there are complex needs, including the capacity to identify and respond to risks where there is current statutory child protection involvement with families.
- Ability to be flexible, adaptable and incorporate change in a work environment that is characterised by change.
- Demonstrate excellent written and oral communication skills.

Information and Advice

Build on and improve skills within the family including: home management, parenting information, behaviour management, communication and family relationships.

- Engage with families to provide advocacy and referral to relevant community support services e.g. counselling, playgroups and universal health services.
- Assist families to establish links within the community and facilitate these links to relevant specialist services to ensure referrals are supported to enhance access in a timely or appropriate manner.
- Provision of information about child developmental needs and services available to support child development through early education.

Family Work/Case Management

- Work in partnership with families to identify and achieve family goals through employing evidence informed practice.
- Identify and build on areas of family strength and enable skill development within the family, focusing on building children's resilience through early intervention strategies.
- Model positive parenting practices through information, support and advice to parents regarding their children's needs and promote the development of positive child/family relationships.
- Demonstrate a working knowledge of relevant policies/processes regarding the legislative framework which guides our work with children and young people. Identify and report significant risk of harm incidents to the appropriate authority in line with CCFSS policy.
- 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 violence, trauma, alcohol/drug misuse, homelessness etc.



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- Undertake written assessment and report writing including ongoing assessment of strengths and needs to inform detailed client case plans and case notes.
- Provide case management services by participating in case conferences, case plan meetings/reviews and case worker meetings as necessary.
- Facilitate support groups for families including the provision of parenting information programs and/or information.

RELATIONSHIPS

- Establish and maintain specific and identified links within the local service provider network, including maintaining strong collaborative professional 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.
- Work closely with and provide support to a strong outcomes focussed team that is aligned with the organisations purpose.
- Understanding and respect for the needs of diverse communities particularly Aboriginal and Torres Strait Islander Communities.
- Assist families to build connections with appropriate services, community support and informal social networks.

GROUP WORK FACILITATION

- Facilitate group work programs independently or in partnership with other service providers.
- Plan and implement group work programs with local service providers, schools, health services, government and non-government departments to develop and foster positive working relationships.
- Provide group work participants with relevant information and/or referral as appropriate.

INTERNAL RELATIONSHIPS

- Work effectively with all team members 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.
- Maintain quantitative/qualitative data collection and outcomes measurement as required by the Service Manager and the funding body.
- Implement CCFSS's organisational policies and procedures, including upholding organisational values and mission.
- Participate in regular training, supervision, staff meetings and performance reviews as required.
- Develop positive working relationships based on equality between all team members, acknowledging the importance of health and wellbeing of employees, volunteers and visitors when making decisions.
- Ensure that CCFSS mission, values and family work principles are implemented.



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OTHER ORGANISATIONAL REQUIREMENTS

- Excellent computer literacy skills in Microsoft packages and the ability to adapt to new technologies.
- Ensure client confidentiality in the maintenance of files and other written records.
- Contribute to the promotion of the organisation through development of promotional material and networking as identified.
- Participate in processes for providing integrated service delivery between CCFSS projects and attend relevant meetings to support this integration.
- 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 may occasionally involve occasional weekend work and travel as necessary.



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Early Intervention Family Caseworker - SELECTION CRITERIA

Family worker roles are varied and have a wide scope of responsibilities and opportunities to develop and grow the program. The main duties of the position are to provide effective early intervention casework services to children and families living across the Central Coast region. Positions may also facilitate group work as identified. Flexible working hours/days negotiated to right applicant. The position provides services to a number of different client target groups including families with children who have a disability, very young parents and grandparents raising their grandchildren. Broadly outline your experience in working with these target groups and address each of the essential criteria individually.

ESSENTIAL CRITERIA

1. Post-secondary qualification in a relevant discipline such as social science, human services, social work or community welfare with demonstrated experience working with vulnerable families.
2. Sound knowledge of child and adolescent development and exceptional knowledge of effective parenting and behaviour management techniques.
3. Highly effective verbal and written communication skills with a sound knowledge of Microsoft Office applications.
4. Demonstrated ability to manage a number of key relationships and to work in collaboration with stakeholders both internally and externally.
5. Demonstrated ability in case management using strengths based approaches when working with disadvantaged and vulnerable families.
6. High level of interpersonal skills with a demonstrated ability to communicate and engage children, young people and their families who may come from diverse backgrounds with an array of complex social and family issues.
7. An ability to work independently and prioritise own work tasks.
8. Demonstrates responsibility for work outputs and supports other team members to achieved desired results.
9. A current driver's licence and access to a comprehensively insured motor vehicle for work use.
10. Demonstrated experience, expertise and commitment to working in the child and family services sector.

DESIRABLE

Accreditation in evidence based parenting programs – Triple P, Circle of Security, 123 Magic etc.

CLOSING DATE – 20TH July 2023