



# Family Support Specialist Position Description

<b>Reporting to:</b>	Team Leader	<b>Work location:</b>	Wagga
<b>Department:</b>	54 reasons	<b>Budget holder:</b>	No
<b>Team:</b>	Brighter Beginnings	<b>Direct reports:</b>	Nil

## About 54 reasons

54 reasons is Australia's leading child rights organisation, proudly part of the Save the Children Australia Group and global movement. We're here to make sure that everyone understands their rights. So that children and young people have their rights met and thrive, in all their diversity.

We champion the children, young people and families we work with. We are inspired by the curiosity and creativity of children, and motivated by the love of those who care for them. With the child's voice at the centre, we provide quality services to children and their caregivers, advocating with them so that children develop, learn, and are connected, safe and confident.

Our people are proudly local, and as diverse as the communities we serve - in every state and territory, and across regions, remote areas and capital cities. Our operations and services span the early years and school engagement, youth justice, domestic and family violence and family support, and our practice is grounded in child rights and participation.

From our 54 reasons Practice Framework to our culture where you will feel valued, belong and make a difference for children, 54 reasons is truly a place you will **learn and grow**. Find out more about *Our Promise to Children and Young People* and how our Practice and Impact measurement team works to ensure the provision of high quality, contemporary and inspiring service, practise and outcomes that meet and exceed client needs. [Our Approach – 54 reasons](#)

## Here you'll make a difference

*At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.*

## Role Purpose

The key focus areas for the Family Support Specialist are:

- Build family capacity by using partnership, outcomes based, strengths' perspective and client-centred approaches
- Identify where additional assistance and external services are required, providing appropriate information, support and referrals
- Collaborate with team members to deliver programs and support services, promoting positive and culturally respectful approaches to parenting, and child and family wellbeing

## Here your skills will be valued

### Service Delivery

- Provide holistic case management, delivering support to vulnerable and disadvantaged clients and supporting relationships for favourable client outcomes
- Identify strengths, establishing goals for the program and reviewing clients progress towards these goals
- Provide evidence-based information and education material
- Promote skills which increase health, safety and development
- Promote skill development through modelling, practice, discussion and other practical support
- Maintain a workspace that is conducive to the operational needs of the program



- Engage and build relationships with ECEC services such as preschools and childcare centres in the Murrumbidgee area.
- Provide outreach to ECEC services, prioritising Aboriginal ECEC services where possible.
- Increase service delivery to families with children aged 0-5 years.
- Assist families to stay connected to ECEC services by providing practical advice, resources, and warm referrals to relevant support services.
- Deliver information sessions for staff and families within ECEC services, fostering a more connected service system and making it easier for families to seek support.
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#### **External Support and Referral**

- Assess the needs of clients and make timely referrals to appropriate, relevant, and/or specialist support services
- Link clients to local support networks
- Establish and maintain collaborative relationships with the local community, service providers and professionals including child and family support services
- When required, advocate on behalf of children, parents and or carers to access the services and support they require within the broader service system

#### **Monitoring and Evaluation**

- Monitor and review program policies, procedures and practices to ensure the delivery of high quality and effective programs
- Maintain reliable data collection for program review and complete regular monitoring and reporting, in line with organisational and funder requirements
- Participate proactively in all program evaluation and debriefing, including audits and continuous improvement activities

#### **Teamwork and collaboration**

- Actively participate in team meetings and discussions to contribute to a professional, cohesive environment
- Openly communicate with team members to share ideas and suggestions for program improvements and effectiveness

#### **Health, safety, security and risk management**

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

#### **Child protection and safeguarding requirements**

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with [Child Safeguarding Policy](#) and [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

#### **All roles at Save the Children contribute to our impact for children**

At Save the Children and 54 reasons, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.



## Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring to this role:

### Essential knowledge or experience

- Demonstrated experience in working with children and families 0-5 years and engaging and building relationships with ECEC services such as preschools and childcare centres in Murrumbidgee
- Demonstrated experience in using trauma informed practice
- Demonstrated experience in using a strength-based approach when working with families
- Strong interpersonal skills and ability to establish goals collaboratively with families
- Experience in working as a member of a team and an ability to work collaboratively as well as independently
- Demonstrated experience in data collection and record keeping, such as case noting
- Ability to enter and maintain information in an electronic database
- Ability to manage a number of key relationships and to work in collaboration with stakeholders

### Desirable knowledge or experience

- Knowledge and understanding of the stresses on vulnerable families and the range of family risk and protective factors which impact on child outcomes
- Knowledge and experience in group processes and facilitation, especially with vulnerable families
- Experience in delivering intensive interventions with families in their homes
- Knowledge of effective parenting and behaviour management techniques

### Required qualifications and accreditations

- Degree/Diploma qualification in a relevant field such as Early Childhood, Human Services or Social Sciences, or significant equivalent experience
- Add additional qualification if necessary

## Additional Information

- Any offer of employment at 54 reasons will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- 54 reasons is an Equal Opportunity Employer

<b>Driver's Licence:</b>	Required	<b>Travel:</b>	Travel around Murrumbidgee
<b>Working with Children Check:</b>	Required	<b>Assets:</b>	Laptop/phone