



## Position Description

Title:	Parent/Carer Support Worker
Location:	<b>Katoomba and/or Penrith</b>
Employment Type:	Part-time (14 hours per week)
Salary & Conditions:	Community Services Worker Level 4 as defined within the NSW NAPSA Social and Community Services Employees (State) Award.

### 1. Position Purpose

- 1.1 To provide counselling services to parent/carers with a focus on the attachment relationship with their child.
- 1.2 To work collaboratively with the Expressive Therapies team to support the attachment relationship between parents/carers and children

### 2. Organisational Relationships

- 2.1 Reports to: Clinical Lead
- 2.2 Internal Liaisons: All staff
- 2.3 External Liaisons: Service Networks
- 2.4 Interagency: Engage in meetings as agreed by Team Leader. Share minutes and any relevant information with the team.

## STRENGTHENING FAMILIES | STRENGTHENING COMMUNITY

*We acknowledge with great respect Aboriginal and Torres Strait Islander peoples as the First Peoples of this land. We pay respect to the Darug and Gundungurra people- their Elders, past and present, and to the children of today who are the Elders of tomorrow.*

#### GATEWAY FAMILY SERVICES

*An activity of Blaxland Uniting Church*

ABN: 15 607 266 742

Email: [admin@gatewayfamilyservices.org.au](mailto:admin@gatewayfamilyservices.org.au)

Web: [www.gatewayfamilyservices.org.au](http://www.gatewayfamilyservices.org.au)

PO Box 3051, East Blaxland, NSW 2774

Ph: 1300 316 746

**Blaxland** – 70 Old Bathurst Road, Blaxland NSW 2774

Ph: (02) 4720 6500

**Katoomba** – 14 Oak Street, Katoomba NSW 2780

Ph: (02) 4782 5326

**Penrith** - Cnr Henry & Station Streets, Penrith NSW 2750

## Specific Responsibilities

- 3.1 To work within a strength-based framework which acknowledges, notices and builds upon current child & family strengths and competencies.
- 3.2 To utilise when and where appropriate, a Brief Solution Focused Therapeutic model as a means of intervention with families.
- 3.3 To provide structured parenting programs to individuals and groups where appropriate.
- 3.3 To maintain a focus on the safety and well-being of children as part of the family
- 3.4 To assist families to set goals based on the changes they are seeking to make
- 3.5 To assist families to identify and access other community resources that might support them as appropriate.
- 3.8 To assist families to explore options in meeting the practical demands of
- 3.6 To recognise areas of family life that may require extra assistance and help the family to obtain that assistance
- 3.9 To maintain a working knowledge of and adhere to legislation, guidelines, policies and procedures pertaining to child protection.
- 3.10 Identify any risk of harm to children and young people and in conjunction with the Clinical Lead and the family (where possible) report concerns to the statutory bodies
- 3.11 Carry out any administrative tasks, including relevant assessments for the effective maintenance of work with families and project accountability
- 3.12 Document all client services, including maintaining client records and collecting statistical and/or evaluative information as required and to provide responsive and appropriate services
- 3.13 Maintain the privacy and confidentiality of clients in accordance with relevant legislation.
- 3.14 Together with the family, conduct planning and review sessions

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## In-Service Responsibilities

- 2.5 To be aware of and work within the Gateway Family Services mission, vision and values.
- 2.6 Comply with Gateway Family Services' code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- 2.7 To foster respect and support among coworkers.
- 2.8 To work collaboratively as part of a team.
- 2.9 Identify opportunities to integrate and work collaboratively across teams.
- 2.10 To participate in staff training, reviews, evaluations, meetings and in-service activities.
- 2.11 To take personal responsibility for self-assessment of training needs and development.
- 2.12 To participate in and provide reports for management committees/project advisory groups as required.
- 2.13 To promote the service in the community and with other agencies and organisations.

## 3. Quality and risk

- 3.1 Ensure the safety and well-being of clients who are attending sessions by providing high-quality clinical practices and risk management.
- 3.2 Ensure that child-safe practices are maintained when working with children and young people.
- 3.3 Ensure the maintenance of quality client documentation and data collection.
- 3.4 Identify opportunities to integrate and work collaboratively across teams.

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