



Job Description Form

Controlled Document

Title :	School Community Facilitator	Effective Date :	December 2017
Directorate :	Therapeutic Services	Team :	School Based Support Service (SBSS)
Reports to :	Early Intervention and Prevention Manager	Approved FTE	
Positions reporting directly to this position	No. & FTE	Other positions under control of this position	No. & FTE
Nil	Nil	Nil	Nil
Our Vision, Mission and Values <i>Why Parkerville Children and Youth Care exists</i>			
Our Vision			
To create a community that is free from child abuse so that children have the opportunity to grow to their full potential.			
Our Mission			
To protect, care, advocate and promote recovery for children and young people who have experienced trauma from abuse, to support families and to work with the community to prevent child abuse.			
Our Values			
Caring	Hope	Respect	Integrity
<i>Caring is our core value and is central to our purpose.</i>			
Commitment to Safeguarding Children and Young People			
Parkerville Children and Youth Care Inc. provides care and protection for the most vulnerable children, youth and families in the community and we are committed to keeping children safe. Therefore, in addition to the duties and responsibilities listed in this job description, you are also required to comply with our Code of Conduct and Safeguarding Practice and Behaviour Requirements of Staff.			
You will receive a copy of the guidelines and code as part of your induction. You can also access an electronic copy of this information in the HR folder			
You are also required to:			
<ul style="list-style-type: none"> • provide a welcoming and safe environment for children and young people • promote the safety and wellbeing of children and young people to whom we provide services • ensure that your interactions with children and young people are positive and safe • provide adequate care and supervision of children and young people in your charge • act as a positive role model for children and young people • report any suspicions, concerns, allegations or disclosures of alleged abuse to management • where required by your role, maintain a valid 'Working With Children' check • report to management any criminal charges or convictions you receive during the course of your employment/volunteering 			

Position Purpose *Why the job exists*

To provide group and individual programmes to schools and to provide brief counselling for individual school children while also engaging and supporting families. To improve the social, emotional development of the school children through working collaboratively with the school student support services. To work as a referring agent to outside agencies for children and families while ensuring the safety and well-being of the children in the community is paramount.

Duties and Responsibilities *Key items only (do not list every task)***1. Case Management**

- 1.1. Assess the needs of children and refer to specialist services including Parkerville Children and Youth Care programmes where necessary;
- 1.2. Undertake case work duties with children and families, under the supervision of the Early Intervention and Prevention Manager ;
- 1.3. Provide programmes and services which specifically target children from indigenous and culturally and linguistically diverse backgrounds;
- 1.4. Link young people and their families with a range of health, psychological, financial and government and non-government services as required;
- 1.5. Provide assistance to caregivers and family members regarding supportive parental strategies, appropriate boundary setting etc.;
- 1.6. Facilitate psycho-educational and protective behaviours programmes for children and their caregivers, with a focus on developing and maintaining healthy relationships;
- 1.7. Provide brief counselling and support to students and parents if required;
- 1.8. Ensure that the safety of the child is paramount and work cooperatively with the Department of Communities - Child Protection and Family Support and the school.

2. Family Engagement and Community Development

- 2.1. Assist children and families to develop networks and supports in the community;
- 2.2. Identify the needs of children and families and organise/refer them to the appropriate programme/service;
- 2.3. Facilitate community development groups and implement agreed strategies in the community;
- 2.4. Build positive relationships with families, agencies and other stakeholders in the community.

3. Administrative Duties

- 3.1. Attend school assemblies' case reviews, staff meetings, programme meetings, staff training, community development and supervision meetings as required. Share responsibility with the line manager to ensure that both occur, including probationary and annual performance appraisal;
- 3.2. Maintain effective records, reports and submit regular statistical information as per agency requirements;
- 3.3. Assist with reports/grant applications that are required to meet administrative and funding requirements;
- 3.4. Prepare reports, referral information, letters, case notes, grant applications and group work.

4. Other

- 4.1. Commitment to and participation in agency system improvement processes;
- 4.2. Understand, support and promote the Mission and Values of Parkerville Children and Youth Care;
- 4.3. Any other duties as requested by the Chief Executive or Director of Therapeutic Family Services.

Selection Criteria *Essential and desirable requirements to meet duties and responsibilities (incl. qualifications)*

The proven ability to work within and contribute to the mission and values of Parkerville Children and Youth Care underpins the position requirements outlined below and is an essential selection criterion for all Parkerville positions:

Essential

1. Formal qualifications in Social Work, Psychology, Human Services or recognised equivalent;
2. Effective skills in case management, counselling and community development with a demonstrated capacity to work/liaise effectively with external agencies i.e. schools, community agencies and families;
3. Experience or training in the provision of individual and group counselling/programmes;
4. Sound communication and interpersonal skills, including report/grant writing and demonstrated capacity for negotiation and conflict resolution;
5. Demonstrated self-management skills, including a capacity to work autonomously in a responsible and effective manner.

Desirable

1. Experience in working with children or families from indigenous and culturally and linguistically diverse backgrounds;
2. Facilitating small and large psycho-educational groups e.g. Protective Behaviours training;
3. Experience working in a school setting or in a community development project.

Licences, Registration, Special Requirements etc.

WWC check	<input checked="" type="checkbox"/>	CPFS Check	<input checked="" type="checkbox"/>	Professional Registration	<input type="checkbox"/>
Provide First Aid Cert. (HLTAID003)	<input type="checkbox"/>	Driver's Licence	<input checked="" type="checkbox"/>		

Details or other requirements

Authorisation and Acceptance

Position authorised:

Signed _____ (Chief Executive or Delegate) Date ___/___/___

I certify that I understand and accept the requirements of this position:

Employee name _____ Signed _____ Date ___/___/___

Please return a signed copy of this form to Human Resources