



**POSITION DESCRIPTION – Child Inclusive Practitioner - Family Relationship Centre**

**Part 1 – Expectations for Your Role**

<b>Position</b>	Child Inclusive Practitioner - Family Relationship Centre
<b>Service / Program</b>	Child, Youth & Family Wellbeing / Children & Family Violence Supports
<b>Industrial Instrument</b>	SACS - EACH Social and Community Service Employees Enterprise Agreement 2017
<b>Instrument Classification</b>	Level 5
<b>Reports to</b>	Team Leader
<b>Effective Date</b>	June 2026

**Position Summary:**

This role is a multifaceted position providing Child Inclusive Practice (CIP) to clients of the Family Relationship Centre.

The Child Inclusive Practitioner supports individuals, families and children at transition stages in their family life. The role engages parents in child-focused consultation and education regarding their children to enhance the FDR process, in accordance with the rights of a child to have their views considered by people making decisions about them. The practitioner provides feedback to mediators and parents about the child’s experience of their family situation.

**Key Deliverables**

- Provide child-focused, family-centred and strengths-based support to parents and other family members to identify goals and develop a care plan, integrating services as required.
- Undertake child-focused continuous risk assessment and safety planning, with particular attention to child abuse, psychological harm, family violence, mental illness, addiction and disability.
- Work collaboratively with a primary focus on child-inclusive Family Dispute Resolution to assist resolution of disputed issues including parenting, child welfare, child support and finance/property.
- Implement Child Enhanced Practice and Child Inclusive Practice to a quality standard.
- Facilitate referrals to internal and external service providers.
- Demonstrate effective skills in working with parents and children within a legislative framework.
- Employ strategies that effectively engage mandated clients and clients involved in high-conflict disputes.
- Work respectfully and effectively with diverse community clients, including CALD, Aboriginal and Torres Strait Islander, and LGBTI communities.
- Participate in evaluation activities and action research processes as required.
- Actively participate in supervision, professional development and training, and contribute to team processes and service operations.



## Skills

- Ability to assess risk and work with Children, parents and other professionals.
- Ability to manage challenging situations and difficult conversations in a respectful and assertive manner
- Skills in co-facilitating groups, including court-ordered clients
- Ability to work collaboratively in a multi-disciplinary team
- Ability to treat all people with respect, regardless of culture, race or sexual identity
- Skills in supporting people from diverse social and cultural backgrounds to enhance wellbeing, strengthen relationships and meet children's developmental needs
- Well-developed verbal and written communication skills
- Strong time management and organisational skills
- Ability to work collaboratively with clients and stakeholders to strengthen family relationships
- Strong commitment to quality service delivery, innovation and continuous improvement
- Working knowledge of Microsoft Office programs (Outlook, Word, Excel)

## Experience and Knowledge

- Strong understanding of the impact of parental conflict on children
- Sound understanding of family violence and its impact on children and families
- Comprehensive knowledge of child development and attachment theory
- Demonstrated experience in facilitating groups

## Qualification/Registrations/Licences

- Degree in Social Science or a related field (e.g. social work or counselling)
- Willing to undertake Child Inclusive Practice training

### Preferred qualifications:

- Training in group facilitation
- Family violence training

## Physical Requirements

- **Office Environment:** Ability to sit for extended periods and use office equipment.
- **Data Entry:** Capability to type and handle administrative tasks.
- **Office Mobility:** Ability to move around the office and attend meetings.
- **Light Lifting:** Ability to lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Visual & Auditory:** Ability to read documents and communicate effectively in person and via phone/video.
- **Travel:** Ability to travel locally to Each locations.

### Why we include physical requirements in our Position Descriptions

We list the physical requirements of a role to ensure transparency and to support equitable access to employment. This information helps candidates understand the nature of the role and identify any workplace adjustments or supports they may need to thrive in it. Our aim is to create an inclusive environment where everyone can perform their role safely and effectively, with the right accommodations in place.

*If you have specific access needs or would benefit from adjustments to the recruitment process or the role itself, we warmly encourage you to let us know. We're committed to working with you to find solutions that support your success.*



**POSITION DESCRIPTION - Employee**

**Part 2 – Expectations for Our Team**

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

**Expectation of Employees**

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each’s values, ensuring an inclusive, safe, and engaging culture.

**Employee Responsibilities**

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each’s goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

**Quality**

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

**Safety & Wellbeing**

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each’s policies.

**Child Safe Commitment**

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

**Inclusion and Diversity Commitment**

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all. These considerations extend to all of our customers inclusive of priority populations.



## Key Selection Criteria

### Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

### Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.
- Understanding of the Not-For-Profit and Health sectors.

### Mandatory Compliance

- Completion of a Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia
- Consent to Each sharing relevant personal information with the Victorian Department of Education under Early Childhood Workforce Register obligations (If required for the role).

### Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.