

## POSITION DESCRIPTION

POSITION TITLE:	<b>Enhanced Parenting Practitioner</b>
DIVISION:	<b>City Services &amp; Living</b>
DEPARTMENT:	<b>Family Youth &amp; Children</b>
SECTION:	<b>Maternal &amp; Child Health</b>
CLASSIFICATION:	<b>Band 5</b>

### POSITION OBJECTIVES:

The Parenting Practitioner Team forms part of the Enhanced Maternal Child Health (EMCH) program as part of Victoria's Maternal and Child Health (MCH) Service. The EMCH program offers flexible actions and interventions to families who would benefit from targeted support.

Enhanced Parenting Practitioners (EPP's) are responsible for supporting strength-based relationships with families while working closely with other agencies to improve family functioning and parenting capacity in outreach and group settings. EPP's deliver the Babies in Hume new parents group as a function of the Universal MCH Service.

The key objectives of the position are:

- To provide support to parents and families through a range of programs within the Enhanced Maternal and Child Health Service and Universal Maternal and Child Health Service.
- To work collaboratively with families and services to achieve best outcomes for children, reflecting the National Quality Standards and the Victorian Early Years Learning and Development Framework.

**KEY RESPONSIBILITIES AND DUTIES:**

1. To work collaboratively within the Enhanced Maternal and Child Health Teams to facilitate additional support for families referred into the service to empower families and increase parenting capacity in line with with relevant MCH and EMCH guidelines.
2. To liaise with Maternal and Child Health Nurses regarding the ongoing support of referred families.
3. To actively participate in regular meetings with the Enhanced Maternal and Child Health Team for both intake, case management and team meetings and clinical supervision.
4. To provide intensive one-on-one support to referred families to build their parenting capacity by identifying their strengths and setting achievable goals in a variety of formats, including home visiting and group environment.
5. To effectively support individual families and facilitate relevant groups in relation to family and parenting.
6. To support child health, wellbeing, safety, learning and development by ensuring appropriate timely referrals and linkages with other services to support the family unit are made, including Supported playgroup and Early Start Kinder, Access to Early Learning and Preschool Field Officers.
7. To plan and provide current evidence based information and educational programs for groups, within Maternal and Child Health and Department of Health guidelines and funding.
8. To ensure that appropriate and required documentation of all consultations with families is completed according to the Maternal and Child Health guidelines on the CDIS database program.
9. To contribute to and assist with the preparation of reports within set timelines as required.
10. To have a demonstrated understanding and awareness of protective issues and risk factors associated with early parenting.
11. To actively promote the Universal Maternal & Child Health Service to all referred families and support reengagement where required.

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<b>ORGANISATIONAL RELATIONSHIPS:</b>	
Reports to:	Team Leader Enhanced Parenting Practitioner
Supervises:	N/A
Internal Contacts:	Maternal and Child Health Team Enhanced Maternal and Child Health Team Family, Youth and Children's Services Community Services Staff Other Council Staff
External Contacts:	Young people, families Residents of Hume Community Health Centres Family Youth and Childrens Service Agencies and Netwroks Housing Services Communities for Children

## ORGANISATIONAL CONTEXT

### VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

### MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

### OUR VALUES

At Hume City Council, our Values underpin everything that we do.

	<p><b>We're better, every day</b></p> <p>We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.</p>
	<p><b>We're in it together</b></p> <p>At Hume, everyone matters. We welcome and include all. Respect and safety are expected.</p>
	<p><b>We show up</b></p> <p>We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.</p>
	<p><b>All for Hume</b></p> <p>We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.</p>

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**WORK HEALTH & SAFETY (WHS)**

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

**RISK MANAGEMENT**

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

**STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS**

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

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**SERVICE PLANNING & CONTINUOUS IMPROVEMENT**

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

**ASSET MANAGEMENT**

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

**ENVIRONMENTAL SUSTAINABILITY**

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

**HUMAN RIGHTS APPLICATION**

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, policies and strategies.

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<b>POLICE CHECK:</b> The incumbent must have and maintain a current Police Check	
<b>WORKING WITH CHILDREN CHECK:</b> The incumbent must have and maintain a current Working with Children Check	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>PRE-EMPLOYMENT MEDICAL CHECK</b> <ul style="list-style-type: none"> <li>The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug &amp; alcohol test. May also include cognitive assessment.)</li> <li>The incumbent must undergo a Pre-Employment Audio Test</li> </ul>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>PSYCHOMETRIC ASSESSMENT</b> The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>OTHER DUTIES</b> Responsibilities and duties included in this position description are subject to the <i>Multi-skilling</i> provisions of the <i>Hume City Council Enterprise Agreement</i> as varied from time to time.	

**ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Displaying and promoting Our Hume Values & Guiding Behaviours
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- Freedom to act is governed by council policies, MCH and EMCH Guidelines, supervision from Team Leaders and Coordinator and in alignment with scope of practice.

**JUDGEMENT AND DECISION MAKING:**

The incumbent is accountable for:

- The delivery of support programs for families within the Enhanced Maternal and Child Health Team.
- Participation in case intake meetings with the Enhanced Maternal and Child Health Team.
- Case management of families in collaboration with the Enhanced Maternal and Child Health Team.
- Managing case closure procedures for referred families in accordance with Enhanced Maternal and Child Health guidelines and timelines.
- Applying analytical reasoning and problem solving approaches to a range of situations.
- Contributing to reports in conjunction with the Enhanced Maternal and Child Health Team.
- Contributing to partnership community programs within Hume City for support of families.

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- Contributing to the preparation of relevant Department of Health and Council reports in conjunction with the Enhanced Maternal Child Health Team, as required.

**SPECIALIST KNOWLEDGE AND SKILLS:**

The following knowledge and skills are required to be utilised:

- Knowledge of parenting issues related to the needs of families and young children e.g. sleep settling strategies.
- Demonstrated ability in working with families in a setting relevant to this position, specifically children 0-6 years.
- Understanding of theory and practice of early childhood development, health, and education.
- Current evidence based and skills in parenting issues.
- Knowledge of different family dynamics, its impact on the child and families functioning.
- Demonstrated understanding of the Victorian Child Protection, Child FIRST and family services and processes and the Children, Youth and Families Act 2005 (CYFA)
- Computer literacy and ability to learn relevant software packages eg CDIS database.
- Knowledge of and expertise in working with culturally and linguistically diverse (CALD) communities.
- Ability to write objective professional clinical notes.

**MANAGEMENT SKILLS:**

The following management skills are required to be utilised:

- Skills in managing own time, setting priorities, planning and organising workloads within Enhanced Maternal and Child Health services.
- Ability to support families to achieve set goals within case management, using a strength based approach, group facilitation and to contribute to Enhanced Maternal and Child Health reports.
- Demonstrated ability to work as a team member.
- Demonstrated ability to work independently as a team member and show high levels of initiative.
- Ability to maintain professionalism, integrity and confidentiality.

**INTERPERSONAL SKILLS:**

The following interpersonal skills are required to be demonstrated:

- Ability to identify family needs and expectations and to make appropriate decisions (with support from colleagues).
- Ability to work cooperatively as a team member and to contribute to Team cohesion and effectiveness.
- Demonstrate well developed verbal and written communication skills with team members and families from diverse backgrounds and cultures.
- Demonstrated ability to deal with difficult situations, resolve problems and present a professional positive Council image.
- Demonstrated ability in research, develop and implement innovative solutions for referred families in the Parent Practitioner Team.

**QUALIFICATIONS AND EXPERIENCE:**

The following qualifications and experience are required for the position:

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- Appropriate tertiary qualifications in social science, or early years services.
- Relevant experience in working with families and young children and facilitating parenting programs.
- Certification in Circle of Security facilitation and Peep Learning Together Program or willingness to work towards.
- Current driver's licence.

**TASK ANALYSIS**

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
– below 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manual handling frequency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive manual work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive kneeling/squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working with arms above head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using hand tools – vibration/powered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operating precision machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close inspection work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing safety shoes/boots (steel cap) / gum boots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing other relevant PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working in dusty conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in wet/slippery conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with chemicals/solvents/detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Washing hands with soap (hygiene)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in chillers (+4 degrees C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing clerical duties	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working on a keyboard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving cars and/or trucks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other special features (e.g. nature of chemicals, travelling requirements etc): XXXX				

**VARIATION TO CONDITIONS OF EMPLOYMENT:**

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

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**SELECTION CRITERIA:**

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Appropriate Tertiary qualification in social science or early years services.
2. Demonstrated experience in providing services for families of young children.
3. Demonstrated knowledge in parenting and parenting related issues.
4. Demonstrated knowledge of Child Protection Legislation.
5. Demonstrated experience in delivering one on one skill instruction.
6. Demonstrated well developed verbal and written communication skills with team members and to families from diverse backgrounds and cultures.
7. Demonstrated experience in working in a multidisciplinary team.
8. Demonstrated experience in facilitating parent groups.
9. Experience in Community Development.
10. Demonstrated experience in prioritising and managing own workload.
11. Current driver's licence.

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