

## Position Description

Position Title	Parenting Separately (Parenting Orders Program) Practitioner
Department	Family and Community Services
Program	Parenting Separately (Parenting Orders Program)
Location	South
Classification Level	Level 4

### About Relationships Australia Tasmania

Relationships Australia Tasmania (RA Tas) is a leading provider of relationship support services. We're here to help people and communities thrive by supporting people to create positive connections. Our services are for everyone, regardless of race, social status, sexual orientation, gender identity or intersex status.

### Our Values

At Relationships Australia Tasmania we are guided by these values in everything we do:

- Willing to serve
- In it together
- People matter
- Looking forward

### Position Summary

Family and Community Services aim to provide alternatives to formal legal processes for families who are separated, separating or in dispute to improve their relationships and make arrangements in the best interests of their children. Family and Community Services have a particular role to help families with complex needs.

The primary purpose of the position is to work alongside clients who access the Parenting Separately (Parenting Orders Program), with the aim of identifying and developing useful strategies to deal with challenges relating to co-parenting situations and to improve communication between the parties to best support children's needs. This is offered in a combination of individual and group settings.

The Parenting Separately Practitioner may also assist clients who need one-off sessions for assistance in determining which service best suits their needs at the time of referral, or to follow up on a safety plan after Universal Screening and Risk Assessment.

## Key Areas of Responsibility

- Engage clients, deliver individual sessions tailored to the needs of the client, assess needs and develop a case plan, in conjunction with clients
- Deliver educational programs that meet the needs of the target group and contribute to the upkeep of the program's content and relevance
- Ensure ongoing monitoring, review and evaluation of the client's use of the service in order to facilitate progression towards client goals and positive outcomes
- Positively promote the program and maintain linkages and clear referral processes with key services such as the Family Court, Federal Circuit Court, Legal Aid and Family Law Practitioners
- Assist clients with one-off sessions to assist in determining which service best suits their needs at the time of referral, or to follow up on a safety plan after Universal Screening and Risk Assessment
- Undertake administrative tasks necessary for the effective operation of the service, including keeping documentation and file notes, data entry and ensuring security of all client information
- Attend and participate in team meetings, planning, annual performance development and review processes
- Participate in the activities of the F&C case management model to support program integration for the client, such as, providing feedback to the referring practitioners, developing a service plan and facilitating appropriate referrals
- Follow all mandatory reporting in accordance with legislative requirements
- Any other duties as required and within the general scope of responsibilities of this position

## Position Relationships

Supervisor	Manager, Family and Community Services, South
Direct Report(s)	Nil
Other(s)	RA Tas Staff and clients, Referring Stakeholders

## Extent of Authority

The Parenting Separately (POP) Practitioner informs and guides to gain the acceptance of others regarding the practices, systems and processes required to achieve program and service delivery outcomes. Freedom to act is governed by clear objectives and/or budget constraints which may involve the contribution of knowledge in establishing procedures within clear objectives and/or budget constraints where there are no defined established procedures.

## Organisational Responsibilities

- Demonstrate professional workplace behaviours at all times in accordance with the organisation's Code of Conduct and Code of Ethics and adhere to all organisational policies, procedures, standards, practices and RA Tas values
- Assist RA Tas to create and maintain a safe and healthy work environment by working safely and adhering to all RA Tas Policy, procedures, standards and practices
- Actively participate in regular Supervision sessions in accordance with the RA Tas Supervision Model and positively engage in continued professional development activities

- Our organisation is an accredited White Ribbon Workplace, and as an employee of RA Tas you are required to promote a workplace environment that supports the rights of all employees to live free from violence and adhere to the RA Tas Family Violence Support Policy at all times
- Our organisation is a Child Safe organisation and takes child protection seriously. As an employee of RA Tas, you are required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines

## Selection Criteria

### Essential Requirements (Skills, knowledge, experience, qualification(s) and/or training)

1. Demonstrated experience and Degree qualifications in one or more of the following areas: social sciences, psychology, social work, family law, family dispute resolution or education
2. Demonstrated understanding of child development and the impact of family separation on children, and experience in working to uphold the best interests of children
3. Demonstrated experience working with cases involving high conflict, involuntary clients and/or families following separation
4. Demonstrated capacity to engage and deliver psycho-educational programs to clients
5. Proven ability to assess and respond to risk including issues relating to child protection, mandatory reporting, suicide intervention and family violence
6. Capacity to reflect on own practice, with supervisor, peers and self.
7. Ability to work within and positively advance the mission and values of Relationships Australia Tasmania

### Desirable Attributes

8. Current Drivers licence

## Special Requirements

- Appointment to this position will be subject to a current and satisfactory National Police Check and Working with Children Registration
- Some intrastate and interstate travel may be required in the position

## Working Conditions

- Some out of hours work may be required in order to satisfy operational requirements
- The position may involve working with people with challenging behaviours

## Approval

Mat Rowell  
CEO

Nov 2019