

## Every Family Officer (Children & Parenting)

<b>Base Location:</b>	Atherton Office x 1 Position (0.6 – 1.0)	<b>Region:</b>	Tablelands
<b>Resources:</b>	Work Computer, Work Mobile	<b>RI Date:</b>	December 2018
<b>Contract Period:</b>	9 – 12 Months (Maternity Leave Contract)	<b>Salary Range:</b>	\$65 - \$70,000 + Salary Benefits

### About us

VPG is a non-profit organisation that has been improving child and youth transitions in Far North Queensland for over 20 years. With 5 Centres in Cairns, Yarrabah, Innisfail, Atherton & Mareeba, we have assisted thousands of young people and families. We seek to empower youth, strengthen families and build the capacity of education, industry and communities through quality partnerships. [www.vpginc.com.au](http://www.vpginc.com.au) f-everyfamilytablelands

### About our values

At VPG our exceptional organisational culture is aligned to our values. You will be part of a team that is **compassionate, generous, inclusive, responsible** and **fun** and we expect you to demonstrate these behaviours throughout your career with us.

### About the position

Working within an early intervention and prevention approach, you will:

- Engage parents in positive parenting activities, increasing knowledge and skills, creating opportunities for behaviour change and increasing social support within communities.
- Equip children with the skills to meet significant life transitions.
- Support communities to improve the wellbeing of children (0-12 years).
- Improve awareness of positive parenting, parenting issues and childhood development.

#### Key Responsibilities – Service Delivery

- Provide Parent Coaching within evidenced based frameworks to parents with a specific concern about their children's behaviour, development and/or wellbeing.
- Design and deliver Workshops/Seminars for Parents/Carers.
- Facilitate Parent Peer Support Groups/Forums.
- Design and facilitate General Interest Playgroups for Families eg. Quality Play with Media.
- Assist to coordinate Family support as required.
- Maintaining a client load, including notes and other administrative tasks.
- Actively seek and develop working relationships and networks with community stakeholders (eg. Schools, Kindergartens & Daycares, Health Centres) as part of the Every Family information strategy.
- Develop and maintain good relationships with families and communities of diverse background, particularly Indigenous Cultures.
- Assist to develop and review a range of written resources for the Every Family information strategy eg. Blog/News articles, delivered via Website, Social Marketing Campaigns, School Newsletters.
- Conduct promotional activities such as displays and information stalls.
- Deliver community education in the area of positive parenting, childhood development and wellbeing.
- Identify local parenting needs and priorities and incorporate into community based campaigns.
- Contribute to the planning, development, delivery and evaluation of the social media projects, delivery of community education and resource development.

- Maintain confidentiality and privacy in all matters relating to staff, participants and procedures.
- Assist in the preparation and presentation of applications, reports, submissions and recommendations as directed.
- Maintain up-to-date output and outcomes data for all clients as per procedure.

## **Key Responsibilities – Integrity & Productivity**

- Ensure behaviour during all work interactions is aligned to our values of being compassionate, generous, inclusive, responsible and fun.
- Comply with all VPG policies and procedures.
- Actively contribute and participate as a VPG team member across all programs exchanging ideas and information on a regular basis.
- Contribute to the planning, development, delivery and evaluation of the initiative.
- Collaborate with external agencies to provide high quality and appropriate services to targeted populations
- Maintain and develop your professional skills, seeking opportunities to ensure a high level of technical proficiency and personal effectiveness.
- Fulfil other tasks that your manager reasonably asks you to perform.
- Maintain an understanding of all VPG services to confidently communicate with and promote to external stakeholders.
- Understand the nature of risk when undertaking daily duties and the importance of complying with relevant legislation and service standards, reporting any known breaches to their Manager.
- Undertake a range of duties to ensure the smooth running of VPG Centres including but not limited to reception, washing up, emptying rubbish, putting away equipment, checking mail, maintaining vehicles, purchasing supplies.

## **About you**

### **Qualifications**

- A tertiary qualification in Early Education, Allied Health/Health, Social Work, Human Services or a related field.

### **Mandatory Requirements**

- A current QLD Driver's License.
- Current Clear Australian Police Check provided prior to commencement.
- Eligibility for a Suitability Card for Child Related Employment (Blue Card registration).
- Strong computer competency across Microsoft applications and ability to touch type.

### **Desirable Skills and Experience**

- A high level of cultural awareness.
- Personal qualities of empathy, imagination, innovation, resilience and optimism.
- Excellent interpersonal skills and resolve conflict effectively.
- Well-developed communication, problem solving and interpersonal skills.
- Experience in working with children and families.
- Group facilitation skills.
- Strong reflective practice skills.