

Every Family Officer (Children & Parenting)

Base Location:	Atherton Office x 1 Position	Region:	Tablelands & Mareeba
Resources:	Work Computer, Work Mobile	Salary Package:	\$72,000 - \$75,000 + \$15,900 Salary Tax Benefits + 9.5% Super commensurate with qualifications VPG Collective Agreement
Term:	12 Months	Industrial Instrument:	

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 [f-everyfamilytablelands](https://www.facebook.com/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

- Experience in working with children and families.
- A current QLD Driver's License.
- Current Clear Australian Police Check provided prior to commencement.
- 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.
- Group facilitation skills.
- Strong reflective practice skills.

Applying

All applicants must submit their applications in **PDF** format, by email to our Executive Assistant, Angela Wienert, angela@vpginc.com.au. You will only be considered by providing the following information in your application:

ROLE IDENTIFICATION



1. Current resume and cover letter briefly addressing the mandatory and desired skills & experience. Please include your motivation for applying for the role.
2. Copies of all qualifications held.
3. A covering letter detailing your interest in the role.

We conduct interviews during business hours 8:30am – 5pm. Please note that only short-listed candidates will be contacted regarding their application