



Every Family Officer (Children & Parenting)

Region:	Cassowary Coast	Reports To:	Service Coordinator - Communities
Base:	Hybrid (WFH & Outreach)	Industrial Instrument:	VPG Collective Agreement
Resources:	Work Vehicle, Work Computer, Work Mobile	Award Match:	Social, Community, Homecare & Disability Services Industry Award Level 3-4 + WFH Allowance
Position Resourcing:	Department of Social Services	Fixed Term Contract:	Temporary 12 Month Maternity Leave Contract
		Salary Range:	Est. \$75,000 - \$85,000 + \$15,900 Salary Tax Benefits + 11% Super commensurate with qualifications

About us

VPG is a non-profit organisation that has been improving child and youth transitions in Far North Queensland for over 25 years. Servicing Cairns, Cassowary Coast, Atherton Tablelands & 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-everfamilycassowarycoast](https://www.facebook.com/everfamilycassowarycoast)

About the resourcing.

This position is primarily resourced through the Department of Social Services - children and parenting program which has a primary focus on children aged 0-12 years and provides positive parenting support to families based on an early intervention and prevention approach.

VPG as an organisation is primarily resourced to provide personal support, vocational training, work placement, pre-employment skilling and individual support services delivered by arrangement with the Federal & State Government to assist participants.

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.
- Build children's mental, emotional and development wellbeing and capabilities
- 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, individually & group based, face to face and digitally. Eg. Circles of Security, Triple P, Bringing up great kids,
- Design and deliver Workshops/Seminars for Parents/Carers face to face and digitally.
- As directed, design and facilitate workshops/activities/school programs for Children at key transition points.

- Support local general interest playgroups for Families connecting them with services/information.
- 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, Parent Groups) as part of the Every Family information strategy.
- Develop and maintain good relationships with families and communities of diverse background, particularly First Nations families.
- Assist to develop and review a range of written resources for the Every Family information strategy eg. delivered via Social Media Campaigns, Websites School Newsletters.
- Conduct promotional activities such as displays and information stalls e.g. Under 8's days
- 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.
- When WFH, regularly check-in with team members, communicate a lot with your peers and coordinator, maintain established rules of engagement, stick to a set work schedule, make your home office distraction-free, actively maintain a safe working environment, manage your own in-house safety.
- When in Centre, 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

Mandatory Qualifications

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

Desirable Skills and Experience



- A high level of cultural awareness.
- Strong computer competency & digital technology skills inclusive of using Microsoft Teams, Skype, Zoom
- Personal qualities of empathy, imagination, innovation, resilience and optimism.
- Well-developed communication, problem solving and interpersonal skills.
- Group facilitation skills.
- Strong reflective practice skills.

Mandatory Requirements

- Experience in working with children and families.
- A current QLD Driver's License.
- Suitability Card for Child Related Employment (Blue Card registration) provided prior to employment.

Applying

Take the first step toward making a difference in the lives of children and families by applying for the Every Family Practitioner role at VPG. To request a detailed position description or submit your application in PDF format, please email Angela Wienert at angela@vpginc.com.au.

To be considered, please ensure your application includes:

- A Current Resume with 2 professional referees (1 being a direct supervisor/manager within the past 2 working years).
- Copies of relevant qualifications.
- A covering letter detailing your interest in the role and your passion for working across the Cassowary Coast region.

Please note that interviews are conducted during business hours from 8:30 am to 5:00 pm. While we appreciate all applications, only short-listed candidates will be contacted regarding their application.

Join VPG today and be part of a team that brings positive change to children and families in our community! Together, we can make a lasting impact.