

## Family Services Program Officer

- **Permanent Part Time Contract**
- **25 hours per week (Mon-Fri)**
- **\$71-77k (pro-rata) pa + super**

### **Holdsworth Values – Trust, Kindness, Openness and Independence**

Holdsworth believes in a community where all people have the support and services that they need to maintain an independent, healthy and fulfilling lives.

### **Our Community**

Throughout the Eastern Suburbs, we support:

- children and adults living with intellectual disabilities;
- families with young children;
- older people who may be frail, ill, lacking mobility, experiencing social isolation or living with dementia;
- their families and care givers.

### **The Opportunity**

Holdsworth is looking for a dynamic and positive person to develop and expand our range of services, to young families in eastern Sydney.

Key responsibilities will include:

- Exploring and implementing innovative programs that support families in the current environment;
- Supervising the day-to-day operation of our well established Playgroup;
- Identifying and responding to the needs of families with young children through new and existing programs, and in collaboration with partner agencies where appropriate;
- Providing advice and referral on parenting issues;
- Supervising staff and volunteers; and
- Participating in service planning, monitoring and evaluation.

### **Essential attributes**

- Experience working with children and families including those with special needs;
- A commitment to promoting positive parenting; excellent oral and written communication skills;
- Demonstrated project management skills and experience;
- The ability to work effectively as part of a team; and
- Tertiary qualifications in Child Care, Child Health, Social Work or other relevant discipline.

**Desirable:**

- Demonstrated experience providing Accidental Counselling and/or Counselling qualifications;
- Have access to a vehicle or own a vehicle to attend external meetings.

**Benefits:**

- Flexible working hours;
- Three additional leave days over Christmas break;
- Mobile phone and laptop;
- Values driven work environment.

**Application:**

If you want a rewarding role, then apply now to join us and make a real difference to people from all walks of life. Holdsworth celebrates diversity and welcomes applications from everybody.

Please download the Job Description from our website: <https://holdsworth.org.au/work-with-us/> and please call Simon Wise on [02 9302 3600](tel:0293023600) to discuss the role.

Should you wish to apply via email, your application can be sent to [simon.wise@holdsworth.org.au](mailto:simon.wise@holdsworth.org.au)

**Please note:** Interviews will take place upon application. Although we appreciate the time and effort of all applicants, unfortunately only shortlisted applicants will be contacted.

## Program Officer Job Description

Title:	Program Officer Family Services
Aim:	Provide leadership, program development and daily running of Family Services
Reports To:	Kim Tipoki – Manager
Direct Reports:	Support Staff and Volunteers
SCHCADS Award:	Level 4 Social and Community Services
General Characteristics of this SCHCADS Level	<ul style="list-style-type: none"><li>➤ Work under general direction.</li><li>➤ Perform functions that require the application of skills and knowledge appropriate to the work.</li><li>➤ Generally guidelines and work procedures are established.</li><li>➤ The application of knowledge and skills which are gained through qualifications and/or previous experience in a discipline.</li><li>➤ Contribute knowledge in establishing procedures in the appropriate work-related field.</li><li>➤ Supervise various functions within a work area or activities of a complex nature.</li><li>➤ Requires a sound knowledge of program, activity, operational policy or service aspects of the work performed with a function or a number of work areas.</li><li>➤ Requires skills in managing time, setting priorities, planning and organising their own work and that of lower classified staff and/or volunteers to achieve specific objectives.</li><li>➤ Expected to set outcomes and further develop work methods where general work procedures are not defined.</li></ul>

Specific Role Responsibilities to:

- Participants
  - Interact positively with families to encourage and support participation in Playgroup and other Family Services activities;
  - Provide one-to-one support and advice to participants on parenting issues with referral to other Holdsworth staff or other agencies as appropriate
  - Identify the need for parenting information for families, and organise sessions, facilitating where appropriate;
  - Promote safety and well being of playgroup participants at all times.
  
- Programs and Services
  - Develop and implement high quality programs for families with young children that respond to the identified needs of the community.
  - Organise and supervise daily Playgroup activities and maintain service quality
  - Support and implement other relevant community programs of the organisation.
  - Participate in service planning, monitoring and evaluation.
  - Be responsible for equipment maintenance and replacement
  
- Staff & Volunteers
  - Supervise Support Worker(s) and Volunteers in operation of these services.
  - Assist in managing, supporting, rostering and motivating of staff and volunteers to ensure the smooth running of services;
  - Delegate tasks as needed;
  - Refer issues relating to disputes, grievances or poor performance to the Coordinator or Manager
  - Identify professional development areas that will enhance current skills or development of new skills.
  - Help promote and deliver training to the Family Services Team and to wider Holdsworth community with the assistance of other staff and Management.
  
- Community Partners
  - Liaise with relevant community organisations to invite referrals to Holdsworth, develop a network of services to which to refer clients and build partnerships.
  
- Governance/Administration
  - Complete, sign and submit timesheets by end of each pay period
  - Check timesheets of other Family Services staff
  - Report any issues to direct supervisor and submit appropriate documentation within designated timeframe
  - Attend staff meetings and others as required
  - Participate in training and professional development as required
  - Abide by the Centre policies and procedures particularly the code of conduct at all times
  - Observe and comply with WH&S standards, requirements and legislation
  - Other duties related to position as negotiated with Manager.

A. Signed Agreement:

<b>Signed by Employee:</b>	<b>Date:</b>
 <b>Signed by Manager:</b>	 <b>Date:</b>