

Department of Health & Human Services

Position Description

Advanced Child Protection Practitioner

In the context of a whole of community approach, Advanced Child Protection Practitioners have a specific statutory role in protecting children and young people from harm and promoting their rights and healthy development.

Are you

- Committed to working with children, young people and families?
- Able to effectively engage to provide families with the optimum capacity for change?
- Continually improving your skills and knowledge to further develop your professional practice?

This role may at times be required to operate outside normal office hours (at night and on weekends and public holidays) with relevant overtime or time in lieu provisions applying. Rural employees may be required to participate in an on call roster.

Title	Advanced Child Protection Practitioner
Classification	CPP 4
Team, unit	Children, Youth and Families
Branch/area/region Division	Child Protection
Work location	Various (metropolitan and rural locations across Victoria)
Position number	DHHS/CPP4
Employment type	Ongoing and Fixed Term. Full-time (76 hours per fortnight)
Salary range	Value range 1: \$79,955 - \$90,716 plus superannuation
Position reports to	Team Manager
Further information	Email childprotectionjobs@dhhs.vic.gov.au

Organisational environment

The department develops and delivers policies, programs and services that support and enhance the wellbeing of all Victorians. We take a broad view of the causes of ill health, the drivers of good health, the social and economic context in which people live, and of the incidence and experience of vulnerability.



Our vision is to support and enhance the wellbeing of all Victorians. We aspire to be an organisation where everyone is committed to achieving our vision and demonstrates our values in all that they do.

- We are respectful
- We have integrity
- We collaborate
- We care for people, families and communities
- We are accountable
- We are innovative

The department is committed to the safety of its clients. The department takes a zero tolerance approach to abuse, including child abuse and abuse of people with disability.

Departmental employees are required to comply with all legal requirements including the Child Safe Standards to keep children safe from harm and abuse.

Purpose and accountability

Purpose

The Advanced Child Protection Practitioner receives and assesses reports of alleged abuse and neglect of children and young people. They undertake investigations and develop plans to ensure the safety and wellbeing of children and young people is achieved. This may include taking matters to court.

Accountabilities

Operating at value range 1, you will:

1. Provide quality, timely and effective case practice and case management services within an established child protection service delivery framework at an advanced level.
2. Exercise a wide range of authorities and legal delegations pursuant to the Children, Youth and Families Act 2005 and other specific delegations and functions including adherence to relevant Department of Health & Human Services practice standards.
3. Respond to and investigate reports concerning children at risk of harm and undertake assessments of the child and their circumstances utilising established assessment and intervention techniques applicable to child protection cases.
4. Prepare documentation, present information and make recommendations to the Children's Court of Victoria and other relevant courts and tribunal processes on decisions and actions in the best interests of the child.
5. Actively contribute as a collaborative team member in the development and review of case plans, related to strengthening families and promoting a child's safety, stability and development.

6. Work with children, families and carers to implement the actions determined through planning to bring about the changes necessary to ensure the safety, stability and development of the child. This includes directly guiding, encouraging and supporting the child and family while monitoring impacts and outcomes.
7. Provide information to children, families, carers and service providers on procedures, practices, guidelines and legislation and provide advice and case consultation on reports regarding child safety and wellbeing and the role of Child Protection in those matters.
8. Monitor, analyse and review case plans and protective orders; assess the effectiveness of services provided to clients and provide well-developed recommendations on intervention strategies and client service delivery.
9. Provide advice and opinion to professionals in other disciplines; lead or participate in case conferences, including family decision making, with other professionals.
10. Establish and maintain effective working relationships with children, young people, their families, carers and service providers, utilising a range of appropriate communication, collaboration and decision making processes.
11. Use the Client Relationship Information System (CRIS) for all recording, analysis and review of client information and use a range of IT/web-based applications in accordance with departmental guidelines and privacy principles.
12. Supervise child protection students and support and mentor less experienced child protection practitioners.
13. Participate actively in supervision and professional development opportunities.
14. Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements
15. Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's occupational health and safety (OHS) policies and procedures.
16. Demonstrate how the actions and outcomes of this role and work unit impact clients and the department's ability to deliver, or facilitate the delivery of, effective support and services.

Selection criteria

Knowledge and skills

1. Advanced knowledge of the Department of Human Services and child protection program goals, values, principles, standards and role within the broader child protection system.
2. Advanced knowledge and ability to embed in practice, the core responsibilities and principles underpinning the Children Youth and Families Act 2005 and the Child Wellbeing Act 2005.
3. Advanced knowledge of the legislative, policy and practice requirements relating to Aboriginal children, families and community and ability to apply to case practice and decision-making.
4. Advanced understanding and skill in applying the best interests case practice model in undertaking assessments, decision-making, planning and interventions to respond to a child or young persons safety and development.
5. Advanced understanding of child development, attachment and trauma theories as they relate to child protection practice.
6. Ability to participate in critical reflection, applying theoretical frameworks and referring to research and literature to inform case practice and decision-making at an advanced level.
7. Ability to initiate, prepare and present a case in Children's Court or other tribunals at an advanced level.

8. Ability to manage and care for oneself to be resilient and supported when working within a challenging operating environment.
9. Written Communication: Prepares complex briefs, letters, emails and reports using clear, concise and grammatically correct language. Edits written communications to ensure they contain the information necessary to achieve their purpose and meet audience needs. Ensures appropriate style and formats are used.
10. Verbal Communication: Confidently conveys ideas and information in a clear and interesting way. Clearly understands the target audience and the objective of the communication. Uses audience feedback to refine communication and ensure communications are understood. Handles difficult and sensitive communications well.
11. Presentation Skills: Quickly makes a positive impression on others and comes across with credibility. Communicates orally in a manner which is clear, fluent and holds the audience's attention. Prepares and delivers logical, sequential and succinct presentations. Deals well with difficult and sensitive topics and questions.
12. Self-management: plans and prioritises work to ensure outcomes are achieved, resists the temptation to react immediately without taking time to think things through, uses strengths to contribute constructively and consciously manages the impact of own weaknesses, anticipates own reactions to situations and prepares accordingly.

Personal qualities

13. Decisiveness: Makes rational and sound decisions based on a consideration of the facts and alternatives. Makes tough decisions, sometimes with incomplete information. Evaluates rational and emotional elements of situations. Makes quick decisions where required. Commits to a definite course of action.
14. Integrity: Committed to the public interest. Operates in a manner that is consistent with the organisations code of conduct. Inspires trust by treating all individuals fairly.
15. Teamwork: Cooperates and works well with others in the pursuit of team goals. Collaborates and shares information. Shows consideration, concern and respect for others' feelings and ideas. Accommodates and works well with the different working styles of others. Encourages resolution of conflict within group.
16. Flexibility: Adaptable. Open to new ideas. Accepts changed priorities without undue discomfort. Recognises the merits of different options and acts accordingly.

Safety screening

- All competitive applicants are subject to a satisfactory National Police History Check as part of the recruitment assessment process.
- Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check. Applicants should contact the relevant overseas police force to obtain this and submit as part of their application. Details of overseas police agencies are available on the Department of Immigration and Border Protection website (www.immi.gov.au) and search under 'Character and Police Certificate Requirements – How do I obtain a police certificate?'
- Safety screening will include checking whether your name is on the Disability Worker Exclusion List (DWEL) maintained by the Disability Worker Exclusion Scheme Unit (DWESU). The DWEL includes names of persons unsuitable for employment as a disability support worker in a disability residential service provided, funded or registered by the Department of Health & Human Services.

Qualifications

Mandatory

- A recognised Social Work degree or a similar welfare or behavioural related degree which includes:

- (a) a primary focus on child development, human behaviour, family dynamics and/or impacts of trauma; and preferably
- (b) a practical component such as counselling or case work practice

or

- A recognised Diploma of Community Services Work, or similar qualification which is studied over a minimum of two academic years of full-time study (or part time equivalent) and includes:
 - (a) a primary focus on child development, human behaviour, family dynamics and/or impacts of trauma
 - (b) supervised fieldwork placements (ideally completed within the child and family welfare sector) and at least one unit of study in case management, case work practice or counselling

and

- A valid driver's licence.
- A current Employee Working with Children Check (WWCC) card is required and will need to be provided prior to commencement of employment by the applicant. Currency will need to be maintained by the employee for the period of employment.

Desirable

- Relevant experience

Conditions and benefits

People who work for the department must comply with the *Code of Conduct for Victorian Public Sector Employees 2007* and agree to work according to our values of quality, collaborative relationships, responsibility, client focus, professional integrity and respect.

Employees of the Department of Health & Human Services can enjoy a range of generous Victorian Government employment benefits. These include attractive salaries, flexible leave arrangements and training and development opportunities. Please see www.careers.vic.gov.au/why/benefits-conditions

The department promotes diversity and equal opportunity in employment. If you are an Aboriginal or Torres Strait Islander applicant, or if you have a disability, and require advice and support with the recruitment process, please contact our Diversity Unit on DiversityInclusion@dhhs.vic.gov.au.

How and where to apply

The Department of Health & Human Services prefers job applications submitted electronically to best manage administrative and environmental resources. If you are unable to apply online, please follow the instructions below to submit a paper copy.

- Online – existing staff: click through to the job opportunities page from the department's intranet homepage.
- Online – external applicants: visit the job search page at <http://www.dhs.vic.gov.au/childprotectionjobs>
- Paper copy – all applicants: complete a Hard Copy Application for Employment form available via the links above or the contact for further information noted on page 1 of this document. Paper applications should quote the job reference number on the outside of the envelope and be posted to: Recruitment Officer, Department of Health & Human Services, Level 5, 50 Lonsdale Street, Melbourne VIC 3000.
- If you are unable to apply online or having difficulties accessing the information online, email childprotectionjobs@dhhs.vic.gov.au for assistance.

Other relevant information

For other important information about the recruitment process, please read the department's Information for applicants page at www.dhs.vic.gov.au/about-the-department/our-organisation/careers/applying-for-a-

[job/information-for-applicants](#) or request a copy from the contact for further information listed under the 'Position details' section of this document.