

# Department of Health & Human Services

## Position Description

### Senior Child Protection Practitioner (Non Supervisory)

In the context of a whole of community approach, Senior 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.

<b>Title</b>	Senior Child Protection Practitioner (Non Supervisory)
<b>Classification</b>	CPP 5.1
<b>Team, unit</b>	Children, Youth and Families
<b>Branch/area/region Division</b>	Child Protection
<b>Work location</b>	Various (metropolitan and rural locations across Victoria)
<b>Position number</b>	DHHS/CPP5.1/NS
<b>Employment type</b>	Ongoing and Fixed Term. Full-time (76 hours per fortnight)
<b>Salary range</b>	Value range 1: \$92,253- \$101,935 plus superannuation
<b>Position reports to</b>	Team Manager
<b>Further information</b>	Email <a href="mailto:childprotectionjobs@dhhs.vic.gov.au">childprotectionjobs@dhhs.vic.gov.au</a>

## 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 Senior Child Protection Practitioner (non-supervisory) is a senior practitioner responsible for receiving and assessing 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. The Senior Child Protection Practitioner (non-supervisory) maintains a full case load is a senior member of the team and works collaboratively with the Team Manager to provide effective service delivery and support to other practitioners.

### Accountabilities

#### Operating at value range 1, you will:

1. Provide effective leadership by:
  - (a) modelling behaviours integral to departmental values
  - (b) working in partnership with the team manager
  - (c) supporting and mentoring less experienced child protection practitioners
  - (d) providing guidance and expertise in relation to highly sensitive cases and challenging issues
  - (e) integrating theory into practice and implementing reflective practice for continuous improvement in professional practice.
2. Provide quality, timely and effective case practice and case management services within an established child protection service delivery framework.

3. 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.
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. 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.
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. 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.
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. Establish and maintain effective working relationships, ongoing communication and successful negotiations with all key stakeholders both internal and external.
10. Provide authoritative advice and opinion to professionals in other disciplines; lead or participate in case conferences, including family decision making, with other professionals.
11. Maintain approvals and delegations within the Client Relationship Information System (CRIS) in accordance with departmental guidelines and privacy principles and ensure compliance for all recording, analysis and review of client information by yourself and other practitioners.
12. Use a range of IT/web-based applications to manage workflow and approvals in accordance with departmental guidelines and privacy principles.
13. Identify and apply appropriate research in forming interventions and develop innovative solutions to complex and difficult cases, drawing on a range of professional networks to identify gaps in case assessments.
14. Supervise child protection students and support and mentor less experienced child protection practitioners.
15. Participate actively in supervision and professional development opportunities.
16. 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.
17. 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.
18. 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. Expert knowledge of the Department of Human Services and child protection program goals, values, principles, standards and role within the broader child protection system.
2. Expert 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. Expert 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. Expert 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. Expert understanding of child development, attachment and trauma theories as they relate to child protection practice.
6. Experience in participating in and conducting reflective practice, applying theoretical frameworks and referring to research and literature to inform case practice and decision-making at an advanced level.
7. Experience in initiating, preparing and presenting a case in Children's Court or other tribunals at an advanced level.
8. Experience in delivering results that focuses on the best interests of the child and achieves positive, long lasting outcomes for children and families at an advanced level.
9. An ability to lead and inspire others to help them focus on what really matters and to strengthen their professional ability.
10. Self-management: invites feedback on own behaviour and impact; uses new knowledge or information about self to build a broader understanding of own behaviour and the impact it has on others; understands strong emotional reactions and seeks ways to more effectively manage them.

## **Personal qualities**

11. **Managing Oneself:** Manages and cares for self to maintain resilience and support when working within a challenging operating environment.
12. **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.
13. **Initiative and Accountability:** Proactive and self-starting. Seizes opportunities and acts upon them. Takes responsibility for own actions.
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.

## **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](http://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:

- (f) a primary focus on child development, human behaviour, family dynamics and/or impacts of trauma; and preferably
- (g) 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](http://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](mailto: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](mailto: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-](http://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.