

POSITION DESCRIPTION

Position Title:	Child and Family Advocate
Location:	Gold Coast
Employer:	Bravehearts
Terms:	Social, Community, Home Care and Disability Services Industry Award 2010 Level: 5
Reports to:	Update as needed



Our Vision

To make Australia the safest place in the world to raise a child.

Mission Statement

Our Mission is to prevent child sexual assault in our society.

Guiding Principles

Our Guiding Principles are to, at all times, do all things to serve our Mission without fear or favour or compromise and to continually ensure that the best interests human rights and protection of the child are placed before all other considerations.

Guiding Values

Our guiding values are to at all times do all things to serve our Mission with uncompromising integrity, respect, energy and empathy, ensuring fairness, justice and hope for all children and those who protect them.

PURPOSE OF POSITION:

The Child and Family Advocate assists children and families to access services and supports them to participate throughout the post disclosure process of investigation, prosecution and treatment. They provide advocacy services and therapeutic supports as appropriate. They will collaborate with government service providers and community partners to ensure the best outcomes for children.

Term of Appointment:

Temporary Part Time until June 2019 with the possibility of extension for the right candidate.

PRIMARY DUTIES AND RESPONSIBILITIES:

Reporting to the Director of Therapeutic and Support Services, the Child and Family Advocate participates in the work of the Bravehearts Multi-Agency Service Response (MASR) Trial and the collaborating partner agencies on behalf of the child victims by providing support, information and referrals and resources to victims and their families and to other professionals.

Child Advocacy Areas of Responsibility

- Provide a welcoming and safe environment for children and young people;
- Promote the safety and wellbeing of children and young people to whom we provide services and ensure that your interactions with children and young people are positive and safe;
- Ensuring client familiarization with services, building and staff; provide an inclusive, welcoming and non-judgmental service;
- Maintain regular and proactive contact with each child, young person and family throughout involvement with the MASR Trial;
- Advocate on behalf of and alongside children, young people and families providing choice of interventions and services; refer to those services as required;
- Promote the wishes, thoughts and opinions of children, young people and families to enable their inclusion in the decision making process;
- Provide client education regarding the purpose of investigation, prosecution and treatment by meeting with families following the Forensic Interview;

- Provide ongoing liaison, negotiation, consultation and relationship building with key stakeholders including Queensland Police Service, Child Safety, therapists, school staff, medical staff etc;
- Undertake comprehensive holistic assessments of children, young people and their families in order to develop an individual care plan;
- Assist families with case management and crisis intervention as necessary;
- Support families in waiting areas by providing child care, behavior management, and crisis intervention as necessary;
- Greet clients and answer phones as needed to support Family Advocate Team and Administrative Staff;
- Oversee the implementation of individual care plans and facilitate the Multi-Disciplinary Team Case Review and Case Tracking processes;
- In conjunction with all Multi-Disciplinary Team members, provide leadership across the sector in the child focused responses to child abuse; and
- Assist the Director of s with community education, professional training and presentations; and
- Open to occasional flexible working hours as approved by Director Therapeutic and Support Services.

Administrative Areas of Responsibility

- Maintain effective support and contact records and statistical data for each client; and
- Participate in the evaluation and development of the Child Advocacy Centre model.

Additional Areas of Responsibility

- Commitment to and participation in Agency Systems Improvement Processes;
- Attend team meetings, staff meetings, staff training, and supervision and programme meetings as required;
- Other duties as requested by the Director ;
- Attendance at conferences/meetings/Bravehearts functions;
- Manage their own health and safety in the workplace and ensure a physically and mentally safe workplace for the organisation;
- Follow all organisational policies;
- Work as part of a team to attain Bravehearts mission, vision and values; and
- Maintain a valid Working With Children check.

*This job has no supervisory responsibilities

Personal Specifications:

Qualifications/Experience:

- Relevant qualification in Social Work, Psychology or other relevant field which incorporates foundational knowledge in counselling and both family and system engagement skills;
- One to two years' work experience with children who have either experienced or witnessed trauma;
- Must demonstrate a commitment to our organization's core values: put the child first in all that we do, operate as a seamless team, work with a servant's heart;
- Candidates must possess a current Australian drivers licence; and
- Must have or be willing to apply for a CCYP Working with Children Check (Blue Card), Yellow Card, National Police Certificate.

Personal Qualities:

- Respect for privacy and confidentiality;
- Individual should be creative, resourceful, detail-oriented, and flexible, possessing a positive attitude, tact, good judgment, cultural sensitivity, and the ability to work well as a team member with staff, community professionals, and volunteers.
- The appointee needs to possess personal qualities of integrity, sound judgement, empathy, and respect for individuals;

- The capacity to work enthusiastically within the parameters of the Bravehearts mission and philosophy and to its vision for an optimum contribution to the lives of children and young people who have experienced sexual assault, their non-offending family members and primary caregivers;

Skills and Abilities:

- An understanding of the effects of child sexual assault on the individual, family, interpersonal, and societal level;
- An understanding and knowledge of the criminal justice system;
- Exceptional organisational and time management skills;
- Experience with child abuse interventions and collaborating with police and or child safety;
- High levels of verbal and written communication, as well as well-defined negotiation and mediation skills are essential;
- Individual should ensure accuracy and confidentiality in all work; and
- Intermediate use of Microsoft office suite and keyboard skills.

I, _____ acknowledge that I have no past or pending convictions or allegations in relation to harming a child or acting inappropriately toward them nor have I ever deliberately harmed a child or acted inappropriately toward them. I will immediately inform my manager of any charges of child sexual assault or interpersonal violence.

I have read, agree and understand my position description. I understand that any inappropriate behaviour towards children on my part may lead to me being stood down from my position, and any prosecution of child sexual assault, or violence towards person, whether at work or not, may lead to immediate termination of employment. I declare that there is no medical or other condition which would stop me from undertaking the duties listed.

Signed: _____

Date: _____