

Position Description

Position Title:	Child & Family Advocate
Level:	Social, Community, Home Care and Disability Services Industry Award 2010 Level: 5
Location:	Strathpine, Queensland
Employer:	Bravehearts
Reports to:	Therapeutic Services Manager

Our Vision

A world where people, communities and systems all work together to protect children from sexual abuse.

Our Mission

To provide a coordinated and holistic approach to the prevention and treatment of child sexual abuse.

Our Values

Integrity: We act with integrity, demonstrate accountability, honesty, and at all times, behave ethically.

Respect: We behave and communicate with inclusivity, mindfulness, and professionalism whilst continually embracing diversity.

Energy: We unreservedly apply ourselves using all efforts, power and abilities towards protecting children from child sexual abuse.

Empathy: We acknowledge the bravery of survivors and those that support them. Without fear or favour, we seek to ensure that children have a childhood free from sexual harm.

Bravery: We seek to genuinely understand other people's experiences, culture and perspectives. In turn, we support individuals and communities in a manner that is meaningful to them.

Position Purpose

In this role for Bravehearts, the Child and Family Advocate will assist children, carers and families to access services and support following disclosure of child sexual assault, investigation, treatment and beyond. You will collaborate with government and non-government service providers to help families to navigate the service system and provide therapeutic support for parents and carers, including psycho-education to understand the impact of trauma and parenting strategies to support their child through their healing journey.

Primary Duties & Responsibilities

The Child and Family Advocate provides support, information, referrals and resources to the child/young person, their carers, families and other nominated professionals.

The role will have responsibility in the following areas:

- Promote the safety and wellbeing of children and young people to who we provide services and ensure that interactions with children and young people are positive and safe;
- Maintain regular and proactive contact with each child, young person and family throughout involvement with the service as appropriate, specifically whilst on the waitlist for therapeutic services;
- 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;
- Support clients where relevant to complete and submit an application to Victims Assist Queensland.
- Provide ongoing liaison, negotiation, consultation and relationship building with key stakeholders including Queensland Police Service, Child Safety, PACT, Aboriginal health services, community support services, therapists, school staff and medical staff;

- 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;
- Assist the Director of Therapeutic & Support Services 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;
- Maintain Outlook calendar to reflect client appointments;
- Undertake standardized assessments with clients; and
- Keep client profile and records on the Service Record System up to date and accurate.

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 Manager;
- 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.

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 and/or parents/carers 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 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; and
- 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 a 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: _____