



JOB DESCRIPTION FORM

POSITION DETAILS

POSITION TITLE:	Child Advocate
LOCATION:	Various Locations
EMPLOYMENT CONDITIONS:	Starick Services Incorporated Collective Enterprise Agreement 2016
LEVEL:	Social Community Home Care and Disability Services Award Level 5.1
EMPLOYMENT STATUS	Part-time (0.6 FTE) - Full Time

REPORTING RELATIONSHIPS

Position reports to:	Refuge and Outreach Coordinator
Positions reporting to this Position:	Nil

ABOUT THE SERVICE

Starick is an innovative, client focused organisation providing crisis accommodation, outreach services and holistic support to women and children escaping from family and domestic violence (FDV).

Starick's operating frameworks are:

- family/domestic violence informed
- child centred
- trauma informed
- response based
- strengths based
- culturally sensitive
- client focused

PURPOSE

The purpose of the Child Advocate role is to:

- support children to settle into the refuge and transitional housing,
- reduce the impact of family and domestic violence (FDV) on children and young people's development and wellbeing,
- support positive relationships between mothers/carers and children
- coordinate services for children on site and off site,
- serve as a link between families and other community systems addressing children's needs including childcare, schools and child protective services,

- ensure quality service provision for children in line with the expected outcomes incorporated in the service agreement with the funding body and Starick Services Strategic Plan,
- promote community awareness and understanding of FDV,
- break the cycle of violence.

Program Outcomes

Create strong, child-friendly services and communities to maximise the health, well-being and development of children and:

- reduce the impact of FDV on children,
- intervene as early as possible and reduce the need for future interventions,
- improve wellbeing and life outcomes for children who have experienced FDV,
- increase community understanding of the impacts of FDV on children.

DUTIES & RESPONSIBILITIES

Individual support:

- meet with and welcome children and provide immediate support when they arrive at the refuge and transitional housing with their mother/carer,
- formally intake children into the refuge and transitional housing
- complete a Safety Plan with all children four years of age and older as soon as is practicable,
- facilitate the WA Child Safety Services Protective Behaviours program with children four years and older,
- provide continuing individual and family support through strengths-based case planning and reporting,
- provide feedback and strategies to promote individual child development and address identified needs,
- advocate on the child's behalf on issues relating to their emotional, health and educational well-being,
- provide specialist support to parents and team members to promote child development and well-being,
- liaison with and referral to internal and external services and supports as necessary,
- convene children's house meetings as necessary to address issues or provide information,
- establish and maintain local and professional relationships and networks.

Children's program:

- develop, plan, promote and facilitate a structured weekly program of therapeutic and developmentally appropriate activities and groups for children/young people,
- facilitate educational groups and activities to include parenting support and provide practical strategies, developmental information and behavioral support as required,
- maintain safe and engaging indoor and outdoor play spaces and resources for children,

- plan and organise age appropriate school holiday programs linking to activities in the local community,
- participation in the Early Intervention Program including orientation and support to students on placement.

COMPETENCY PROFILE

Knowledge:

- comprehensive knowledge and understanding of child development and experience in working with children,
- experience in planning child centred programs for children,
- well-developed knowledge of family and domestic violence and the gendered drivers of violence,
- knowledge of the impact of violence on family functioning,
- knowledge of the impacts of violence and trauma on children,
- knowledge and experience in case planning.

Skills and Abilities:

- ability to implement developmentally appropriate programs to children and youth,
- well-developed interpersonal, verbal and written communication skills,
- high level conflict resolution skills and the ability to model effective and positive communication,
- time management skills and ability to set priorities and monitor workflow in the areas of responsibility,
- ability to multi-task and to organise others,
- computer literacy including proficiency with Microsoft Office suite and experience in writing notes and data recording.

SELECTION CRITERIA

Essential Qualifications, Experience, Knowledge and Skills:

- tertiary qualifications in Education/Children's Studies or Diploma/Certificate III or IV Human Services, Youth Work, Social Work, Early Childhood Education and Care,
- minimum of two years' experience in an FDV service or child centred service,
- knowledge of child development and experience in working with children and/or development of child-centred programs,
- understanding of FDV and impacts of trauma on children,
- high level interpersonal and verbal communication skills to advocate, liaise, co-operate and negotiate with children, work colleagues, others service providers and government agencies,
- excellent written communication skills to prepare reports, correspondence and collect statistical data.

Desirable

- knowledge of government and community service resources for women and children,

- knowledge of the relevant legislation and services available from both government and non-government sectors for people affected by FDV,
- demonstrated experience in taking initiative and working with minimal supervision.

REQUIREMENTS

- national police clearance,
- working with children clearance,
- current WA Drivers Licence.

CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities, competencies and other requirements of the position.

CHIEF EXECUTIVE OFFICER:

Date:

As position holder I have noted the statement of the responsibilities, competencies and other requirements as detailed in this document.

POSITION HOLDER NAME:

SIGNATURE:

Date: