



Little Street FORSTER NSW 2428 (Beside Visitors Information Centre) PO Box 314 FORSTER NSW 2428  
[www.fnc.org.au](http://www.fnc.org.au) Telephone: 02 6555 4351 Fax: 02 6554 5234 Email: [trish@fnc.org.au](mailto:trish@fnc.org.au)  
ABN 24282113607

# FAMILY SUPPORT WORKER EMPLOYMENT PACKAGE



**great partnerships great communities**

Forster Neighbourhood Centre is currently supported financially by:  
~ The State Department of Families and Community Services (FACS)  
~ Community Builders ~ Early Intervention Placement Program ~ Aging, Disability & Home Care  
~ The Commonwealth Department of Families, Housing, Community Services & Indigenous Affairs (FaHCSIA)  
~ NSW Fair Trading & the National Australia Bank  
~ Club Forster

the Forster Neighbourhood Centre acknowledges the Worimi Elders, both past and present, as the original custodians of the land we operate from



**FNC Mission Statement:**

To provide accurate information on services available and to facilitate the development of support networks and opportunities for social engagement for people in the Forster Tuncurry area, especially those most financially and socially disadvantaged.

**About FNC:**

The Forster Neighbourhood Centre (FNC) Inc was first established in 1980 and since then its range of functions has increased in response to the needs of the community. The FNC is a highly valued resource in the community and you are encouraged to familiarise yourself with FNC services and the FNC website ([www.fnc.org.au](http://www.fnc.org.au)).

**Current Services:**

- |  |   |  |
|--|---|--|
| - Information & referral   | - Program development                                       | - Women’s Shed Project   |
| - Crisis referral  | - Community Garden  | - MNC Tenancy Project  |
| - Community Information Directory                                | - Community development and networking                      | Minimbah and District Aboriginal Elders - Stories of the Worimi People   |
| - Elders exercise  | - Personal Counselling                                      | - Vision Impaired Support Group  |
| - Family Support   | - Financial Counselling                                     | - Community Projects   |
| - Broadband for Seniors  | - Baby capsule & child car restraint hire                   | - Great Lakes NILS - No Interest Loan Scheme                             |
| - Garden Exercise  | - Great Lakes Communities Against Family Violence Committee | - Minimbah and District Aboriginal Elders - Stories of the Worimi People |
| - Farmer’s Market  |   |  |
| - Photocopying, faxing, laminating and document binding services |   |  |

**Other services that operate from the FNC:**

- Legal Aid
- Probation and Parole
- Wesley Uniting Aboriginal Employment
- Taree Indigenous Development & Employment (TIDE)
- Biripi - Social Support for Aboriginal Elders

**Other Groups FNC Supports:**

- Kids Network
- Stroke Recovery Club



## **Family Support Worker Position Description**

**Position:** Child & Family Support Worker

**Location:** Little St, Forster Neighbourhood Centre

**Responsible to:** Manager

**Period of Funding:** Recurrent for three years from 1<sup>st</sup> July 2011

**Key Relationships:** Children and families using the service  
FACS  
Local Partners  
Government and non-government organisations  
Multi-disciplinary team members  
Manager

**Classification:** SACS Award 4 (to be determined) progressing to the Modern Award

**Probation Period:** 3 – 6 months

**Hours of Work:** currently 25 hours per week to be worked over four or five days

### **Position summary:**

This position is funded under the Department of Families and Community Services: EIPP (Early Intervention and Placement Prevention) initiative, and managed by Forster Neighbourhood Centre (FNC). The FNC Child and Family Support service involves working with vulnerable families with children (0-13 years) from the Forster-Tuncurry area. There is the potential for this position to include outreach services to Bulahdelah and Tea Gardens.

The FNC employs a multi-disciplinary team of professionals to deliver a range of services both at the Centre and across the community. These include information and referral, financial counselling, personal counselling, no interest loans and more.

# Forster Neighbourhood Centre Inc



The Family Support Worker will work as a member of the FNC team to deliver programs and support services that promote positive and dynamic approaches to child and family wellbeing. The Family Support Worker will work collaboratively with families in their communities to identify strengths, mitigate risk factors, increase capacity for resilience and promote positive family relationships. This worker will provide one-on-one interventions to families using a case-management approach, counselling brokerage for FNC counselling service, practical support, advocacy, information and referral. The Family Support Worker will also take on a coordination role, in consultation with the FNC Manager, with other local Family Support Services and facilitate group work in conjunction with these services as deemed appropriate.

The successful applicant will be required to consent to a national police check and child protection screening. Aboriginal and Torres Strait Islander people are encouraged to apply.

## **Key Accountabilities & Responsibilities:**

- Work from a strengths-based perspective to assist families to meet their identified needs.
- Provide case-management, support, advocacy, information and referral for families with children aged 0-13 years.
- Promote the development of positive parent/child relationships by role modelling, education, and practical support.
- Build on and improve family living skills including home management such as healthy meal preparation and household budgeting, child management and effective communication within the family.
- Co-ordination with other local Family Support Services to facilitate group programs to assist parents and other care-givers to develop skills and build family capacity.
- Facilitate personal and social development of families.
- Link families with local support networks and advocate on their behalf as required.
- Maintain partnerships with local internal and external stakeholders.
- Ensure compliance with FNC policies and procedures, particularly those relating to Occupational Health and Safety, Confidentiality and Child Protection.
- Report issues concerning child protection to the FNC Manager and relevant government bodies.
- Attend community events, meetings and training opportunities as required

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## **Key Competencies (Selection Criteria)**

- Qualification in a relevant field such as Social Work, Psychology, Health, Social Science and/or experience in allied areas.
- Knowledge and understanding of the stresses on vulnerable families and the range of family risk and protective factors which impact on child outcomes.
- Demonstrated understanding of and an ability to practice: strength based approaches when working with families; effective parenting and behaviour management techniques; and knowledge of child development.
- Sound knowledge of child protection issues and willingness to undertake training as deemed necessary.
- Knowledge of and a commitment to early intervention as a strategy to optimise child outcomes.
- High level written and oral communication skills and time management skills.
- Previous experience in working as a member of a multidisciplinary team and an ability to work collaboratively as well as independently.
- Ability to manage a number of key relationships and to work in collaboration with stakeholders both internally and externally.
- Possession of a current open driver's license.

**Please submit a resume and statement addressing the selection criteria before 3pm on Friday 25<sup>th</sup> November 2011.**

**Applications Close: 25<sup>th</sup> November 2011**