

POSITION DESCRIPTION: SOCIAL WORKER

Hours:	Full Time / Part Time (0.8 + FTE)
Location:	Fitzroy, Geelong or Canberra
Reports to:	Clinical Services Lead

The Organisation:

Australian Childhood Trauma Group specialises in childhood trauma and attachment. We provide therapeutic support services to government and non-government agencies, schools and individuals.

We are committed to being a child safe organisation and take child protection seriously. As an employee of the Australian Childhood Trauma Group you are required to meet the behaviour standards outlined in our Child Safety Code of Conduct. If you are successful you will receive a copy of this code as part of your induction. You may request to view the code prior to being interviewed for this position.

The ACT Group acknowledges Aboriginal and Torres Strait Islanders, as the traditional custodian of this land. We pay our respects to their elders, past and present, and their children and young people who are destined to be the leaders of the future. We acknowledge their culture and history, and their commitment to raising safe and strong children

Our vision is a world where the risk of complex trauma is eliminated, and survivors have access to effective services without prejudice.

Our values:

**Fairness,
Respect,
Equality,
Excellence**

Working with the ACT Group, you will gain:

- Opportunity to work in a specialist area in trauma informed care.
- Opportunity to work in various practice settings, gaining experience in schools, outreach, private counselling, assessments and more.
- Supportive team environment with a strong focus on building positive team culture.
- Opportunity to take a holistic approach to care and do broader systems work.
- Opportunity to engage with children, young people and their families and provide intervention in creative and collaborative ways.
- Ongoing professional development, and internal supervision opportunities.
- Flexible working arrangements.

Key responsibilities and duties

Responsibility 1 – Clinical Services

- Maintain a commitment to child safety and wellbeing, including adhering to the ACT Group's Code of Conduct and Child Safety standards in all areas of work with the ACT Group.
- Provide therapeutic support services to children, young people, families and adults.
- Complete functional behaviour assessments.
- Develop Positive Behaviour Support plans and other Therapeutic Care Plans (TCPs) and train staff and carers to implement the plan, along with the participant.
- Assist participants in addressing underlying causes of behaviours of concern or challenging behaviours in a way that reduces the occurrence and impact of these on their life.
- Work to reduce or eliminate the use of restrictive practices.
- Conduct intakes (receive referrals, staff allocations).
- Feedback sessions with parents/carers/case workers/guardians, school staff, etc.
- Secondary consultations with parents/carers/case workers/guardians, school staff, etc.
- Keep appropriate client notes in a professional manner and at the standard of the appropriate professional association.
- Keep up to date with legal requirements for professional registration.
- Maintain highest levels of confidentiality in all matters.
- Contribute to the ongoing development of clinical services program.
- Report writing, documentation and billing related to clinical services or assessment.
- Record data and service delivery time.
- Maintain strict adherence to Practice Framework and Clinical Guidelines.

Responsibility 2 – Projects

- Oversee and/or participate in specific clinical projects as required.

Responsibility 3 – Other

- Administration - documentation and time management.
- Other tasks and projects as required, as skills/ experience develop, which may include developing and conducting training.
- Attend and carry out individual and group clinical supervision.

In compliance with our standards for Child Safety you are also required to:

- 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.
- Ensure that your interactions with children and young people are positive and safe.
- Provide adequate care and supervision of children and young people in your charge.
- Act as a positive role model for children and young people.
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management.
- Maintain valid 'working with children' documentation.
- Undergo periodic 'national criminal history record' checks.
- Report to management any criminal charges or convictions you receive prior to and during the course of your employment/volunteering that may indicate a possible risk to children and young people.

Academic qualifications and requirements

Essential

- Tertiary qualifications in Social Work.
- Member of (or eligibility for) membership of AASW.
- Current Driver's Licence.
- Hold a valid Working with Children Check at all times and undergo National Police Checks as required.
- Travel and conduct outreach work in schools, family homes and other community settings, as required.
- Ability to work outside of normal business hours, including interstate travel.

Work experience and skills

Essential

- Minimum 3 years' experience in the workforce in the fields of health, disability, education or social services.
- Thorough understanding of trauma informed practice and the effects of complex trauma.
- Experience conducting functional assessments and implementing Positive Behavioural support plans that are in line with NDIS requirements.
- Advanced knowledge in specific interventions for childhood trauma and experience in dyad therapies.
- Systemic interventions.
- Critical thinking and analytical skills.
- Excellent written and verbal communication skills.
- Excellent formal report writing skills.
- Proactive problem-solving skills.
- Excellent computer skills including all Microsoft office applications.

Personal qualities and behavioural traits

Essential

- You will possess a willingness and capacity to embrace the Mission and Values of the Australian Childhood Trauma Group.
- Self-motivated, ability to work autonomously when required and work well within a team setting
- Be flexible and able to share discipline specific expertise with the team and work respectfully within a multidisciplinary team.
- Excellent interpersonal skills, can build positive, professional relationships internally and externally, working with children, young people, families, governing bodies and other community organisations.
- High level of honesty and integrity.
- Maintain high levels of confidentiality.
- Dynamic and creative.

Salary

Salary is commensurate with qualifications, skills and experience.

Relationships

This position will be trained and supported by the Clinical Lead with ongoing support and regular supervision.

Conditions of Employment

The successful applicant will be subject to a Working with Children Check and Criminal History Records Check where applicable. Our organisation undertakes several screening processes to ensure the appropriate protection of children in our care. This includes reference checks, an identity check, qualification checks, and professional registration checks.

Successful applicants will need to provide a full COVID-19 vaccination and booster certificate.

Hours of Employment

As negotiated at interview: from 0.8 FTE to Full Time.

Acknowledgement

If have read and understood the requirements of this position.

Signed:

Date:

Name: