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## Practice Support Officer

### OVERVIEW

<b>Role:</b>	Practice Support Officer
<b>Team:</b>	Commissioning and Quality
<b>Reports to:</b>	Senior Practice Support Manager
<b>Direct reports:</b>	Nil
<b>Hours:</b>	Full time (35 hours/week)
<b>Award:</b>	\$80,000 commensurate with experience (not-for-profit salary packaging available)
<b>Financial delegation:</b>	Category 5 (total budget to be determined)

### ABOUT ABSEC

AbSec (NSW Child, Family and Community Peak Aboriginal Corporation) is the peak Aboriginal organisation in the NSW child and family welfare sector. We provide an Aboriginal perspective on child protection and out-of-home care policy to the NSW Government, and support the Aboriginal community-controlled sector to deliver effective services for Aboriginal children and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.

We recently established AbSec Learning and Development Centre (AbSec LDC), a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.

### OUR VISION

Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities. They are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

### OUR PRINCIPLES

- **Acknowledgement and respect** – acknowledging the diversity of all Aboriginal nations and respecting traditional owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action
- **Professionalism and integrity** – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports
- **Self-determination** – ensuring that our focus is underpinned by the rights of Aboriginal people to make decisions that impact their lives, recognising the interests of Aboriginal children, young people, families and carers, and communities in all that we do
- **Independence and solutions focused** – serving the interests of Aboriginal children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them
- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

## **PURPOSE OF THE POSITION**

As part of a small team, responsible for building the capacity and practice of agencies to ensure minimum standards for child protection and out of home care requirements are met. Extensive travel, planning and negotiation is required as part of this role to effectively support agencies to maintain good practice in a continuous improvement environment. This role will also support the intensive family preservation and restoration programs.

## **KEY ACCOUNTABILITIES**

- Deliver practice advice and support to agencies delivering child protection and out of home care services against relevant legislations standards and requirements, including intensive family preservation and restoration against evidence based models
- Implement projects related to continuous improvement activities for Aboriginal and non-Aboriginal agencies
- Participate in peer learning and practice improvement exercises to increase quality for Aboriginal children and young people receiving support
- Support capacity building and change activities for Aboriginal agencies to effectively implement practice improvements against standards
- Support understanding of case work practice requirements and other practice activities related to child protection, out of home care, family preservation and restoration
- Develop plans and strategies to enhance practice and quality for Aboriginal children, young people and families
- Understand activities as directed by the Executive Leader and Senior Practice Support Officer to ensure achievement of AbSec goals and objectives in ensuring a sustainable and viable Aboriginal sector

## **KEY CHALLENGES**

- Dealing with a range of matters and ensuring delivery in a timely way
- Managing a high volume of work with competing demands
- Managing expectations from Aboriginal agencies and communities

## **KEY RELATIONSHIPS FOR SUCCESS**

Internal Contacts:

- Chief Executive Officer
- Senior Management Team for content and support
- All staff to ensure robust input into activities

External Contacts:

- Aboriginal community-controlled agencies, including member agencies External bodies and stakeholders, as required
- AbSec Board members

## SELECTION CRITERIA

### Essential Criteria:

- Aboriginality with a demonstrated understanding of the issues facing the Aboriginal families in the delivery of quality services to meet outcomes for children in a sustainable and viable way
- Strong communication, interpersonal and relationship management skills, and ability to negotiate sensitive matters and provide written reports to inform continuous improvement
- Demonstrated ability in designing and implementing sustainable support structures for non-government organisations and staff working in the sector for Aboriginal children and families
- Demonstrated knowledge of the NSW child protection and out of home care system, its contemporary operation, including the intersection with family preservation and restoration models of support
- Ability to contribute to and lead aspects of a support plan for organisation, particularly with the implementation of evidence based programs as they relate to Aboriginal children and families

### Desirable Criteria:

- Tertiary qualification in human services or related area, or a minimum of three years' experience performing a similar role

## NOTES

- Applications must directly address the selection criteria and indicate level of experience and achievement in each area.
- The successful applicant will be subject to Criminal Record Check and Working With Children Check. This is a core requirement of this role.
- The successful applicant will be engaged under a fixed-term contract and subject to a probationary period.
- The successful applicant will be required to respect AbSec policies and procedures; a full list of these will be provided upon employment.
- Aboriginality is a genuine occupational requirement authorised in Section 14(d) of the *Anti-Discrimination Act 1977* (NSW). and documentation may be required to demonstrate.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills and experience.

**To apply**, interested applicants are required to address the essential criteria demonstrating their experience against each point, submit a cover letter (maximum two pages) and current CV (maximum five pages).

**Applications can be emailed to:** [recruitment@absec.org.au](mailto:recruitment@absec.org.au)

**Applications close:** COB, Friday 11 October 2019