

## Position Description

### Position Details

<b>Position Title</b>	Parenting Support Team Leader
<b>Department</b>	Family Services
<b>Position Aim</b>	Under the direction of the Community Relations Manager, and working with the Family Support Team leader, provide support to programs, groups and individual client families
<b>Reporting to</b>	Community Relations Manager
<b>Key relationships</b>	Clients Community partners and service providers Coordinators Volunteers Team Leader Manager Director
<b>Award Placement</b>	Social & Community Service (State) Award Grade 3, Year 1 – 5
<b>Position Based</b>	Holdsworth Street Community Centre 64 Holdsworth Street Woollahra NSW 2025
<b>Position status</b>	Permanent Part-time
<b>Hours</b>	Negotiable up to 30 hours for 40 weeks of the year (school terms only)
<b>Special Requirements</b>	All employees of the Centre must undergo a Police and Working with Children background check All employees of the Centre are required to take up to 2 weeks leave during Centre closure - late December to early January.

**Signed by Employee:**

**Date:**

**Signed by Manager:**

**Date:**

**Review Date:**

<b>Position Responsibilities</b>	
<b>Working with Clients</b>	<ul style="list-style-type: none"> <li>▪ Provide one-to-one advice to clients on parenting issues</li> <li>▪ Organise and run parent groups</li> <li>▪ Organise and facilitate information sessions as necessary</li> <li>▪ Interact with clients to encourage and support participation in Playgroup and other HCCS activities</li> <li>▪ Assess and refer as appropriate to services not offered by HCCS</li> <li>▪ Ensure client safety and well being at all times</li> </ul>
<b>Implement Programs</b>	<ul style="list-style-type: none"> <li>▪ Develop and implement programs to offer clients information, education and support in relation to parenting</li> <li>▪ Work with the Manager and Family Support Team Leader to identify needs and develop appropriate strength-based initiatives to meet those needs</li> <li>▪ Liaise with relevant early childhood and community organisations in the area to invite referrals to HCCS and to develop a network of services to which to refer clients</li> </ul>
<b>Administration responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Complete, sign and submit timesheet by end of each pay period</li> <li>▪ Report any issues to direct supervisor and submit appropriate documentation within designated timeframe</li> </ul>
<b>Orientation and Training</b>	<ul style="list-style-type: none"> <li>▪ Attend training courses as required</li> <li>▪ Participation in training and professional development as required</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>▪ At all times abide by the Centre policies and procedures particularly the code of conduct</li> <li>▪ Observe and comply with OHS standards, requirements and legislation</li> <li>▪ Other duties related to position as negotiated with the management of the organisation through the Coordinator</li> </ul>

<b>Key Attributes</b>
<p>To be successful in this role, the ideal candidate will have the following skills and attributes:</p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>▪ Qualifications in mothercraft or early childhood nursing, or early childhood education</li> <li>▪ Experience working with families and young children</li> <li>▪ Experience in parent education in group and individual settings</li> <li>▪ Ability to communicate with people effectively</li> <li>▪ Ability to work effectively as part of a team</li> <li>▪ Experience in building networks and working with community partners</li> <li>▪ Promote positive attitudes towards participants and people in the community</li> <li>▪ Ability to follow safety procedures, identify and report hazards</li> <li>▪ Understanding of the relevant Government policies</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>▪ Experience in non-government community based services</li> <li>▪ Current drivers licence</li> </ul>

### **Key Performance Measures**

The success of this role will be measured by:

- Development and operation of dynamic and well-used family services
- Interactions with Centre staff and clients, demonstrate a professional, caring and respectful manner at all times
- Satisfaction rating as reported by staff, clients, carers and stakeholders
- OH&S policies and procedures are followed
- Follows direction from the Coordinator
- Punctuality and reliability
- Participation in staff and training sessions