



Mudgin-Gal Aboriginal Corporation
Family Support Worker (EIPP)

AWARD/LEVEL: Social & Community Services Employees (State) Grade 4

POSITION LOCATION: 233 Abercrombie Street, Chippendale, NSW

RESPONSIBLE TO: Business Operations Manager

HOURS PER WEEK: 35

Organizational Overview:

Mudgin-Gal is an Aboriginal women's organization, providing support, referral and advice to Aboriginal women in the Sydney community.

Mudgin-Gal:

Seeks to enable Aboriginal women, young women and girls to reach their full potential, by working with them and their families.

Provides a safe place for vulnerable women to refresh themselves, make contact with others and gain access to a variety of services.

Is a vital gateway for women in the community to find out about and gain access a broad range of services and knowledge?

Provides support and education for women in the community who are and aspire to be leaders within their families. It is active within the wider local community on issues such as family violence.

General Duties:

This position is responsible to the Business Operational Manager for assessment, case management; advocacy, counselling and develop and deliver group work activities with Aboriginal families. The worker will respond to the needs of Aboriginal Families with two streams of service delivery for Child and Family support targeting 0-12 years and Youth 12-17 years.

Responsibilities:

- Undertake case management of referred clients and clients presenting to Mudgin-Gal by developing case plans and family agreements to address issues impacting on the family, their parenting role and their ability to care for children (e.g. conflict resolution ideas, budgeting, parenting skills, depression management strategies, domestic violence and safety issues, communication and extended family support networks).
- Attend case conferences and Aboriginal and Child Interagency meetings, to facilitate a coordinated approach to meeting the needs of referred families and their children.
- Communicate with and advocate for clients seeking family support with children and encourage client participation and actively involve clients in support networking with social groups and other supportive agencies.
- Foster and encourage independence of clients
- Encourage clients to participate in Mudgin-Gal in-house programs
- Arrange appropriate transport needs for client
- Attend court support relating to in-home clients
- Develop and maintain an information base relevant to client needs (both hard copy and electronic formats)
- Work independently and as part of a team
- Roster on front desk duty as required by Business Operations Manager
- Keep accurate records and time records of client
- Maintain work plan and timesheet and submit weekly to Business Operations Manager
- Apply approved policies and procedures in relation to petty cash
- Participate in training as appropriate and directed by Business Operations Manager
- Attend meetings and staff meetings as directed by Business Operations Manager

Monitoring and compliance duties:

Prepare monthly report on activities for presentation to the Board in accordance with reporting pro-forma

Working relationships:

Work co-operatively with the access and Advise and Referral Officer and other staff as required

Skills and knowledge required:

- Knowledge of local health, housing and welfare services appropriate to the needs of families with young children.
- Understanding of legal issues especially pertaining to children and women and domestic violence and apprehended violence orders etc.
- Demonstrated understanding of the role of case conferences and interagency co-operation and alternate care services such as respite and foster care.
- Effective oral and written communication skills.
- Demonstrated knowledge and experience in client advocacy and support.
- Experience in working with families where children are "at risk", have been abused or neglected Or with families experiencing domestic violence.
- Hold a current and valid Drivers Licence.

Inquiries: Telephone: (02) 9698 1173.

Applications to be addressed to:

CEO
Mudgin-Gal
233 Abercrombie Street, Chippendale

Applications close: 8th September, 2018.

Aboriginality and being female are genuine occupational qualification and authorised by section 14 of the Anti-Discrimination Act 1997) and section 31 of the federal Sex Discrimination Act (Authorisation pending).

A "Working with Children Check) through the NSW Commission undertaken in relation to the successful candidate before appointment.

- **Relevant criminal history.**
- **Relevant Apprehended Violence Orders, and**
- **Relevant prior employment check, including relevant disciplinary proceedings.**