



Family Support Worker

Hours: 37.5 hours per week (negotiable)

Reports to: Family Support Coordinator & CEO

Date: December 2018

About the Mirabel Foundation

We are an Australian Children's Charity that was established in Victoria in 1998 and extended into New South Wales in 2003. Mirabel is the vision of Jane Rowe, who identified a vulnerable group of children and took action to make a positive difference in their lives. In her work as a drug and alcohol counsellor, Jane witnessed the devastating effects that drug use has on the children of drug users and the cycle of abuse that repeats itself through generations if action is not taken.

Mirabel believes that every child deserves a childhood and our mission is to break the destructive cycle of addiction. We achieve this through the delivery of proven programs for children who have been orphaned or abandoned due to their parents' illicit drug use. We also provide crisis support and parenting assistance for the kinship carers faced with the responsibility of raising the children. Mirabel's vision is that every child has a childhood filled with love, hope and belonging.

Mirabel has over 19 years' experience assisting disadvantaged children and families to reach their full potential. We deliver professionally designed and evaluated services throughout Victoria and NSW that break the cycle of addiction and disadvantage. A recent Social Return on Investment study found that Mirabel's intervention created \$6.60 of social and economic value for every \$1 invested. Our programs provide a long-term and holistic solution to a significant community problem.

We are the only organisation in Australia providing continual assistance for orphaned or abandoned children from birth to 18 years through our Programs for Kinship Families and our Programs for Children and Youth. All Mirabel staff have an equal obligation to work collaboratively and respectfully to help us achieve our Vision, Mission and Strategic Plan.

Position Summary

The primary function of this role is to:

- Assess eligible kinship families and provide them with crisis and ongoing support
- Provide parenting information, referral and support to Victorian & NSW kinship families
- Identify and liaise with key agencies whose services are able to support Mirabel families
- Organise and facilitate regular Kinship Carer Support Groups

Duties & Responsibilities

- Conduct telephone and in-home needs assessments following Mirabel's policies and procedures
- Plan and co-facilitate carer support groups at various locations throughout Victoria
- Provide referral to the appropriate Mirabel program and/or external agencies
- Provide informal counselling and support to kinship carers
- Ensure that families are reviewed on a regular basis with regard to current and changing circumstance
- Have a thorough understanding of Department of Health & Human Services and Child Protection processes and provide information and support to families on these issues
- Work in collaboration with Mirabel's Children and Youth Programs to enhance Mirabel's service delivery
- Receive email and phone enquiries, and ensure appropriate follow up is conducted
- Help facilitate online Facebook communities
- Attend regular meetings within and external to Mirabel
- Maintain the Mirabel database, enter case notes and ensure that all information is entered accurately and on a timely basis
- Undertake other tasks and duties at the direction of the Family Support Coordinator and CEO as required

Relevant Skills & Experience

- Tertiary qualifications in social sciences, welfare, education or other relevant field
- Experience in family support
- Knowledge and understanding of the Victorian child protection system
- Skills in group facilitation
- Demonstrated engagement, counselling and advocacy skills
- Strong communication skills
- Knowledge of Victorian community services and agencies
- Understanding of drug and alcohol issues and its impact on children and families
- Ability to work unsupervised and in a flexible environment, as well as working within and across teams
- Must have a valid and current Victorian driver's license

In addition, the position requires meeting the behaviour standards outlined in Mirabel's Practice and Behaviour Policy and Procedure and 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
- 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 criminal history record checks
- Report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.

Authority

- This position reports to the Family Support Coordinator and the CEO of The Mirabel Foundation.
- Constant liaison with the Family Support Coordinator, CEO, administration team and the child and youth team is required.
- Pre-approval from the CEO is required of all carer/children's expenses and any other expenses incurred.

Commitment

I, _____ (name of staff member),
fully understand the duties and responsibilities as outlined in this position description and understand that the CEO has the right to change the above in order to suit the interests of the Foundation's future needs.

Signature of staff member

Date