



POSITION DESCRIPTION

March 2010

QEC Mission : QEC will be the leading developer and provider of parenting services for the benefit of young children and families., prioritizing for those greatest in need.

Our Vision : Helping young children and families get the best start, with priority for vulnerable.

QEC Values:

- Child focus – children’s rights paramount
- Family centredness – strengths based, non-directive facilitation
- Positive regard – respect, tolerance, non-judgmental listening
- Community responsiveness – receptivity to needs, issues
- Equity of access – irrespective of means, cultural differences
- Innovation – learning, exploring possibilities, creativity
- Quality – safe, evidence-based practices
- Accountability – transparency, review, evaluation
- Collaboration – working in partnership

Position Title: Early Parenting Practitioner, Home Based Programs

Location: Noble Park, Reservoir, Morwell, Wonthaggi, Wodonga

Reports to: Through the Coordinator
to the QEC Manager, Outreach Services

PURPOSE OF THE POSITION

As part of a home based team, the Early Parenting Practitioner (EPP), under the support and guidance of the Program Coordinator, will provide the majority of specialised support, care and education to families experiencing difficulties adjusting to parenthood or managing their relationship with and the care of their infants or young children.

POSITION CONTEXT

Underpinning principles of QEC service provision

- The family is the principal provider of care and nurture for children. QEC practices and procedures are family-centred, with professionals working in partnership with families to articulate and facilitate achievement of families’ goals and objectives.
- Access to QEC services are prioritised for children and families who need it most. Services and programs offered strive to be culturally relevant to all clients. Families develop care plans in partnership with staff.
- As a public health organisation, QEC endorses and participates in the achievement of national and state child health goals and targets, including:

- increasing breast feeding and immunisation rates,
 - preventing illness and injury (accidental and non-accidental),
 - promoting healthy nutrition and fitness,
 - promoting positive family functioning,
 - identifying health and/or developmental problems early and facilitating early intervention.
- *Children have the right to a standard of living adequate for physical, mental, spiritual, moral and social development, including free and compulsory education, the highest attainable standard of health and access to health care and freedom from abuse and exploitation* (United Nations, 1990, Convention on the Rights of the Child). Where the continuing actions or behaviour of a family are believed to put a child at risk of significant harm, the child's interests are paramount and QEC's professional staff are legally required to report to children's protective services.

This role is a member of a team of EPPs, led by a Coordinator all of whom work closely with QEC's client families.

The team will assist the family to identify their parenting strengths and challenges. During the course of program, EPPs assist with the level of parenting competencies and provide intensive teaching, modelling, coaching, encouragement and support to enhance parenting skills in weaker areas. The service delivery is provided in the family's own home.

KEY ACCOUNTABILITIES

- 1) Enhancement of families' parenting competencies
 - a) Provides holistic assistance, support and effective skills development.
 - b) Enhances parents' knowledge, skills and attitudes related to nurture and protection of their infants and young children
 - c) Identifies and promptly informs the Coordinator of any changes or emerging issues which may alter the level of risk to the child/ren
- 2) Administrative Support
 - a) Provides effective general and administrative support to the Coordinator as required for the efficient and effective running of the program.
 - b) Maintains accurate, objective and legally defensible client and service records as required.
- 3) Positive Environment
 - a) Communicates in an effective and culturally sensitive manner with clients, visitors and QEC staff.
 - b) Develops highly respectful relationships with parents/caregivers.
 - c) Actively contributes to maintaining a safe and healthy workplace for all QEC staff, visitors, volunteers and clients.
 - d) Engages and works in partnership with parent/caregivers in order to support them effectively.

Qualifications/Professional Registration/Other Requirements

- Associate Diploma in Child Care Studies or equivalent qualification in a human services discipline.
- Experience in working with families in the health/welfare sector and in the early parenting period.
- Experience working in community settings such as home based family services and/or long day child care.
- Current Practising Certificate is required for Mothercraft nurses.
- A current Working With Children Card
- A pre-employment medical assessment may be required.
- Up-to-date immunisation status.
- Australian Citizenship or applicable work visa
- Current Police Check may be applicable
- Current Victorian drivers' licence

PERFORMANCE APPRAISAL

Formal reviews are conducted at least yearly. Performance is monitored against the key skill requirements.

KEY SKILL REQUIREMENTS AND CAPABILITIES

(Skills, Knowledge and Personal Qualities)

Service Delivery

Personal Qualities

- Listens to clients and actively seeks to meet their needs
- Seeks ways to improve services
- Committed to delivering high quality outcomes for clients

Knowledge and Skills

- Seeks the expertise and advice of the people around them
- Keeps up to date with relevant information
- Prepares notes, emails and reports using clear, concise and grammatically correct language
- Consults available sources to gather relevant information
- Organises information in a logical sequence

Team Work

Personal Qualities

- Operates in a manner that is consistent with the organisation's code of conduct
- Inspires trust by treating all individuals fairly
- Open to new ideas
- Accepts changed priorities without undue discomfort
- Recognises the merits of different options and acts accordingly

Knowledge and Skills

- Clearly explains information and listens to feedback
- Uses a polite and considerate manner when dealing with others
- Welcomes constructive feedback
- Sees things from others' points of view and confirms understanding

Self Management

Personal Qualities

- Recognises and restrains inappropriate emotions during a situation or interaction
- Recognises own limitations and works with others to ensure plans are achieved
- Demonstrates capacity for sustained effort and hard work
- Enjoys a vigorous and dynamic work environment
- Reflects on experience and is open to new ways to improve practice

Knowledge and Skills

- Accepts responsibilities for own actions
- Has a realistic and balanced view of own strengths and weaknesses
- Recognises own feelings and personal prejudices and understands why they occur
- Plans and prioritises work to ensure outcomes are achieved

Empathy and Cultural Awareness

Personal Qualities

- Pays attention to words, expressions and body language
- Paraphrases messages to check understanding
- Communicates well with, relates to and sees issues from the perspective of people from a diverse range of culture and backgrounds
- Shapes responses to individuals based on a range of information they have noted.

Information Contact: Manager Outreach Services
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