



Our Vision	All children have the best start in life
Our Role	Partnering with families and communities to enable children to thrive
Our Values	Listen , understand and learn Embrace cultures, communities and families Celebrate unique strengths and experiences Inspire each other to grow and thrive Nurture kindness and the joy of play Strive to deliver the best outcomes and care

1. Introduction

QEC is proud to be Victoria's largest provider of residential and community-based early parenting services.

Formed in 1917, QEC is also a public hospital and community service organisation. We are passionate about supporting families to grow, parents to blossom and children to thrive.

QEC delivers a variety of services and support programs to families with young children (aged from newborn to 4 years of age) in partnership with government and not for profit partners.

QEC promotes the safety, wellbeing and inclusion of all children. Many families experience various challenges that, from time to time, may impact on their ability to nurture and support the growth and development of their young children. QEC offers a community of support to families if and when we are needed.

QEC programs are research-informed and tailored to meet the unique needs of each family. Our work equips families to best nurture, protect and enhance their children's safety, health and development.

QEC's multidisciplinary team of experienced professionals are committed to partnering with families to achieve the best outcomes for children. Our team includes Maternal and Child Health, Paediatric, Mental Health and General Nurses, a Medical Practitioner, Midwives, Psychologists, Social Workers, and Early Parenting Practitioners.

With service locations based at Noble Park, Mentone, Wodonga, Preston, Dandenong, Carrum Downs, Morwell and Bairnsdale, QEC are committed to providing services that are accessible to families across Victoria.

We acknowledge all Aboriginal and Torres Strait Islander peoples as the traditional owners of the lands on which we walk, live and raise our children. We pay our respects to traditional owners past, present and future and acknowledge the importance of children being raised with connections to culture, community and family.



2. Position Profile

Position Objective

As part of the Residential team and working in partnership with families, the Early Parenting Practitioner (EPP) will provide 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 Details

Location	Noble Park
Hours	Casual
Agreement	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
Classification	EN Level 1, Year 6 or equivalent
Reports to	Associate Nurse Unit Manager
Internal Liaisons	Executive and Leadership teams QEC clinical teams and relevant committees QEC employees
External Liaisons	Partner Agencies Department of Health and Human Services External Health Professionals Other external stakeholders



3. QEC Programs

QEC provide a variety of programs to families across Victoria, from our Residential and Community Sites.

Parenting Assessment and Skill Development Service (PASDS) residential

PASDS is provided to families with children aged under 4 years at high risk of harm, who are referred by the DFFH Child Protection service. The program is operated in accordance with specific protocols that provide a framework for assessment of parenting capacity, and planned interventions to support and develop parenting skills. A residential program (based at the Noble Park Site) will run for 10 days.

PASDS home based

A community-based program run in the home and is based on hours of service deliver that a family requires to meet their circumstances, as per paragraph above. Location of Community Based PASDS Services:

- Southern Region program (operates from QEC Carrum Downs site)
- North and West Region program (operates QEC from Preston site)
- Gippsland Region program (operates from QEC Morwell and Bairnsdale sites)
- Hume Region program (operates from QEC Wodonga site)

Residential Program

The Residential Program offers an intensive style of support and care for families who are experiencing a range of difficulties with their young children aged from birth until prior to turning 4 years of age. The residential stay can be 2 night/ 4 nights or 4-night telehealth. Families are provided with practical support, education and advice whilst staying at QEC.

Individual Child and Family Support Programs

The Individual Family and Child Support Programs provide families with home-based parenting support for fixed periods: 10 hours, 40 hours or 110 hours.

Location of Individual Family and Child Support Programs:

- Gippsland Region program (operates from QEC Morwell)
- Hume Region program (operates from QEC Wodonga site)

Parenting Plus

Parenting Plus is a flexible home-based program, providing parenting support and coaching to families with children aged under 4 years. The program delivers early intervention to families experiencing sleep and settling difficulties and those with significant parenting challenges.

Location of Parenting Plus Services:

- Southern Region program (operates from QEC Carrum Downs site)



Day Stay, Play Steps, Assessment and Intake

The Day Stay program offers families with young children aged from birth until prior to turning 4 years of age, support and education to deal with sleep and settling issues. Offered as full day admission

The Play Steps program is an evidence-based program facilitated in a group setting. Focussing on parent child relationship. Play steps is run for in 8-week cycles.

Specialised Interventions - Stronger Families

Specialised Interventions - Stronger Families is an intensive home visiting program targeting families with children under 4 years of age families referred to this program are enrolled in a family preservation and unification response program with QEC or a partner agency.

Location of Specialist Interventions - Stronger Families:

- Southern Region program (operates from QEC Carrum Downs site)
- North and West Region program (operates QEC from Preston site)
- Gippsland Region program (operates from QEC Morwell and Bairnsdale sits)

Family Preservation and Reunification Response (FPRR)

FPRR is an intensive 240-hour home visiting program targeting families with children involved with the Child Protection system, from birth to 5 years of age (including children subject to an unborn report).

The FPRR model is an integrated and evidence-informed approach supporting children and families in partnership with Child Protection to: Keep children safely at home, prevent children and young people entering care services and support children and young people currently in care to safely reunify with their family.



4. Key Accountabilities

Position Objectives

Family experience

- Speak or met with all families on Day 1 or 2 of their admission and invite the families to participate in a follow up phone consultation one week post discharge (at an agreed time).
- Complete the Family Experience Survey (a set of questions that would help explore the family's Early Parenting Program experience)
- Review the Family Care Plan and the progress made on achieving the family's goals.
- Explore if there are any further information / supports/ services the family requires.
- Document all correspondence/ communication with the family in their TWEQ file.
- Maintain strict confidentiality and privacy when dealing with the families

Enhance each family's experience

- Engage and work in partnership with parent/caregivers.
- Works collaboratively, consulting with QEC Team, external professionals, and the family to enhance goal achievement.
- Work in alignment with QEC's Model of Care.
- Demonstrate knowledge of Registered Nurse code of conduct, standards and legislation informing practice.

Clear and effective communication

- Record observations made in a timely manner on QEC template under specific headed areas relating to parent/child interactions.
- Identifies and promptly inform the coordinator of any changes or emerging issues which may alter the level of risk to the child/ren.

High quality and safe care

- Actively participates in risk management processes.
- Participation in quality improvement projects
- Membership on key QEC clinical working groups including Infection Prevention and Control and Clinical Governance.



- Working in accordance with QEC Model of Care, Practice Framework, policies, and procedures.
- Compliance with mandated requirements always ensuring child safety and wellbeing.
- Promotes nursing care that upholds the rights of the families in relation to privacy, consent and confidentiality.
- Provide safe, quality and clinically effective child and family health nursing in partnership with families.
- Identify and manage actual or potential risks to children according to QEC Policy and Procedures and legislative requirements.
- Integrate cultural sensitivity and respect in all communications and interactions.

Positive environment

- Communicates in an effective and culturally sensitive manner with clients, visitor and QEC staff.
- Develops highly respectful relationships with team, external stakeholders and families.
- Contribute to quality and safety improvement projects.
- Undertake other duties as assigned by the reporting Director/Manager.

5. Key Selection

Essential Criteria

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| <ul style="list-style-type: none"> • Applicable Tertiary qualifications • 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 • An understanding of child development and the factors that can impede a child's development • Demonstrated ability to engage in critical reflective practice | <ul style="list-style-type: none"> • Current Working with Children Check • Consent to undertake National Police Record Check • Current Australian Work Rights • Evidence of up-to-date immunisation schedule • Current COVID-19 Vaccination • Current Victorian Driver's License • Excellent written and verbal communication skills, and able to adapt style to a range of audiences. |
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- Excellent communication, organisational skills and ability to be self-directed
- High level organisational and prioritising skills. High level attention to detail
- Aptitude for navigating new software
- Proactive problem-solving skills

Desirable Criteria

- Previous experience working in an Early Parenting Centre or mother baby unit

Personal Attributes **Refer to VPSC Capability Framework**

- **Integrity** - Operates in a manner that is consistent with the organisation's code of conduct. Builds trust through consistent actions, values and communication. Treats all sensitive information with utmost confidentiality.
- **Relationship Building and Collaboration** - Establishes and maintains positive work relationships, promotes consensus through diplomatic handling of agreements, forges useful partnerships with people, builds trust through consistent actions, values and communication.
- **Organisational and Time Management Skills** - Reliable and punctual. Manages own work time effectively and prioritises work tasks, seeking advice when needed.
- **Empathy and Cultural Awareness** - Communicates well with, relates to and sees issues from the perspective of people from a diverse range of culture and backgrounds. Respect and value the traditional owners.
- **Customer Service** - Consistent polite, friendly, professional presentation. Treats others with dignity and respect at all times. Takes responsibility for own workload and promptly escalates any concerns or issues.
- **Conceptual and Analytical Ability** - Uses analytical and conceptual skills to reason through problems.



6. Other Information

- At QEC, we are committed to providing a safe and supportive environment for children and we adhere to the Child Safe Standards
- The Victorian Public Sector Code of Conduct and all QEC policies and procedures apply to our employment at QEC
- It is important to us that all people (employees, client families, visitors and all others) feel a sense of belonging, safety and acceptance at QEC. We welcome and embrace the valued diversity we all bring to our organisation, and do not tolerate any form of discrimination, violence, bullying or harassment at QEC.
- QEC are committed to the safety and wellbeing of client families and employees. We are a smoke free workplace and require health care worker immunisation - important to keeping us all healthy and safe.
- A pre-employment medical assessment may be required upon request
- QEC closes for the period over Christmas/New Year to provide our teams with a well-earned break. It is a requirement that all relevant employees take annual leave during this period

Employee Position Declaration

I have read and understand the requirements and expectations of this Position Description.

I understand that the information and statements in this Position Description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____

Date:

Manager Signature: _____

Print Name _____

Date: