



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

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

The Associate Clinical Coordinator works competently within their scope of practice to deliver and lead safe, evidence informed, person-centred care to achieve optimal outcomes for all children. The Associate Clinical Coordinator will work collaboratively with Clinical Coordinators in leading a multidisciplinary team to provide exceptional service delivery to families experiencing vulnerability in line with QEC’s Model of Care and Practice Framework. The Associate Clinical Coordinator will contribute to a positive and supportive team culture. The Associate Clinical Coordinator will have a demonstrated commitment to professional learning and continuous improvement to become an effective leader in the organisation.

Position Details

Location	Preston
Hours	0.8 FTE (60.8 hours per fortnight)
Agreement	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020 - 2024 or Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 - 2026
Classification	Comm Hlth Nurse Grade: CN4 or equivalent
Reports to	Area Manager
Supervises	N/A
Internal Liaisons	Executive and Leadership teams QEC clinical teams and relevant committees QEC employees
External Liaisons	Families Department of Families Fairness and Housing Associated customer service and communications networks 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) is typically of 10 days duration.

PASDS Home-Based

As described above, but a community home-based program delivered over a 12 week period.

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 Reunification 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 Projection 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

1. Actively supports the Clinical Coordinator/s to implement the Home Based QEC program, including but not limited to:
 - Reviewing referrals for eligibility; pre-admission interviews; discharge planning; and referrals to ongoing supports where required;
 - Support the Clinical Coordinator/s in appropriate case allocation and other duties to support service delivery;
 - Delivering high quality service delivery of parenting support and education in partnership with families, within the family home or community setting;
 - In consultation with the Clinical Coordinator/s and Team Leader make decisions regarding case direction, risk assessment and management in line with current legislation and QEC policy and procedures;
 - Liaise with QEC colleagues, DFFH Child Protection, family support agency staff and other stakeholders as necessary
2. Support the Clinical Coordinator/s to effectively lead and guide staff, including but not limited to:
 - Support the Clinical Coordinator to lead the team in introducing innovative program changes;
 - Actively contribute to the maintenance of a workplace culture that promotes a positive regard for all families and each other;
 - Demonstrates leadership skills to enable an outcome focused, flexible and coordinated service;Clear and effective communication, including:
 - Prepare reports, correspondence and presentations in a timely manner as requested by QEC management;
 - With support from the Clinical Coordinator, prepare comprehensive and defensible evidence informed parenting capacity reports within required timelines;
 - Provide clear, objective evidence in the Children's Court as required
3. Ensure high quality and safe care, including:
 - Participate in the collection and analysis of data to identify trends and systemic issues which may impact service delivery;
 - Support innovative practice to improve the quality and safety of all families;
 - Actively participate in risk management processes;
 - Support workloads and leave cover as required;
 - Attend and represent QEC at external meetings as required;



- Actively participate in quality and risk management processes including accreditation requirements;
 - Membership of key QEC clinical working groups
 - Working in accordance with QEC Model of Care, Practice Framework, policies, and procedures.
 - Apply a practice approach that understands the importance of culture in protecting and strengthening Aboriginal families; provide culturally sensitive practice responses to Aboriginal and CALD families
4. Undertake other duties as assigned by the Coordinator, Team Leader, Manager

5. Key Selection

Essential Criteria

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| <ul style="list-style-type: none"> • Minimum of Diploma level tertiary qualification in community services, welfare/social work, nursing, or early childhood education • Understanding of the legislative requirements, guidelines and theoretical approaches that underpin the child and family service system • Excellent time management skills with the ability to meet deadlines, targets and key deliverables of the program • Demonstrated experience working with families experiencing multiple vulnerabilities • Knowledge and understanding of issues that impact upon Aboriginal and Torres Strait Islander families, children and young people | <ul style="list-style-type: none"> • AHPRA Registration as relevant • 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. • High level organisational and prioritising skills. High level attention to detail • Aptitude for navigating new software • Proactive problem-solving skills |
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Desirable Criteria

- Understanding of the Family Partnership Model

Personal Attributes **Refer to VPSC Capability Framework**

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| <ul style="list-style-type: none"> • Integrity - Operates in a manner that is consistent with the organisation's code of conduct. Builds trust through | <ul style="list-style-type: none"> • Empathy and Cultural Awareness - Communicates well with, relates to and sees issues from the perspective of |
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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.

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: Helen Millar



Print Name _____

Date: 31 August 2023