



## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Investigation and Assessment Advisor <i>(Identified Position)</i> <i>Recognised Entity Function</i>
<b>Classification:</b>	Level F Year 1 Social Health Stream Wuchopperen's Workplace Agreement 2007
<b>Unit:</b>	Social Health Unit – Child Wellbeing Program Based at 13 Moignard Street, Cairns
<b>Reporting Relationship:</b>	Manager, Child Wellbeing Program

### Organisational Information:

Wuchopperen Health Service Limited is a community controlled organisation delivering holistic primary health care for Aboriginal and Torres Strait Islander people in Cairns and surrounding districts.

Wuchopperen Health Service's vision is to provide an efficient and effective community based primary health care service that is delivered in a culturally sound manner to meet the needs of Aboriginal people and Torres Strait Islanders.

Aboriginal self-determination and the fundamental right of every man, woman and child to access and receive appropriate health care, form the impetus of Wuchopperen's approach to improving health at the local community level.

Wuchopperen Health Service is based in Manoora, a short distance from the city centre of Cairns. Medical and social health services are also provided from centres in Atherton.

Wuchopperen Social Health delivers a diverse range of social health programs. These include:

- Counseling & Support
- Substance Misuse Program
- Child Wellbeing Program
- **Healthy Happy Families Program**
- Culturally Appropriate and Foster Kinship Care Service
- Australian Nurse Family Partnership Program

### Program Information:

The **Child Wellbeing Program** provides the following services:

- Recognised Entity Service
- Family Intervention Service

In addition to the above, the Child Wellbeing Program manages the Recognised Entity Service in Atherton, under interim arrangements. This is based at the Social Health Unit of Atherton located at 1-3 Main Street, Atherton.

## **Role**

The Senior Investigation and Assessment Advisor provides a supervisory function to the Investigation and Assessment Team and an advisory function to Department of Communities – Child Safety to ensure:

- that through the use of the Recognised Entity, Aboriginal and Torres Strait Islander families and communities have a direct say in decisions made about Aboriginal and Torres Strait Islander children involved in the investigation and assessment phase of the statutory child protection system;
- that when making decisions or developing interventions that impact on an Aboriginal or Torres Strait Islander child, the Department of Communities – Child Safety takes into consideration the relevant information and advice provided by the child’s family and community; and
- that Aboriginal and Torres Strait Islander families, who are engaged by the Department of Communities – Child Safety in an investigation and assessment of alleged harms to their children, understand the purpose and process of the investigation and assessment phase, and are assisted as required, to ensure effective communications with Department of Communities – Child Safety staff.

## **Key Responsibilities**

1. Lead and supervise the case related activities of the Investigation and Assessment Team to ensure service excellence in the delivery of an accountable, effective and culturally competent Aboriginal and Torres Strait Islander advisory function to the Department of Communities – Child Safety and high quality intervention services to Aboriginal and Torres Strait Islander children and their families involved in the statutory child safety system.
2. Establish and maintain information sharing mechanisms with other Aboriginal and Torres Strait Islander community groups and agencies in the Cairns area that can be readily activated to gather information and advice from Aboriginal and Torres Strait Islander children’s family and community regarding protective and cultural matters.
3. Participate effectively as a member the Recognised Entity team that discusses cases and prepares relevant information and advice to be provided to the Department of Communities – Child Safety during the investigation and assessment phase within the child protection continuum.
4. Represent the Recognised Entity in the Department of Communities – Child Safety’s Initial Assessment process that investigates and assesses alleged harm of Aboriginal and Torres Strait Islander children in the Cairns area.
5. Represent the Recognised Entity by providing relevant information and advice to Department of Communities – Child Safety and participate in the Department’s process of making decisions that significantly impact on Aboriginal and Torres Strait Islander children during the investigation and assessment phase.
6. Represent the Recognised Entity by providing relevant information and advice to Department of Communities – Child Safety when non-significant decisions are being made in relation to Aboriginal and Torres Strait Islander children during the investigation and assessment phase.
7. Undertake activities to ensure Aboriginal and Torres Strait Islander children and their families understand the purpose and process of the investigation and assessment phase, and are

assisted as required, to ensure effective communications with Department of Communities – Child Safety staff.

8. Prepare reports and maintain accurate case files of all Recognised Entity's investigation and assessment activities, regarding Aboriginal and Torres Strait Islander children and their families.
9. Participate in community education activities that aim to raise the community's awareness of the Recognised Entity functions and services offered by the Child Wellbeing Program and other Wuchopperen programs.
10. Develop and maintain a knowledge base to ensure that service delivery is consistent with current trends and the Department of Communities – Child Safety's legislative framework and objectives.

### **Position Dimensions**

The Senior Investigation and Assessment Advisor is supervised by, and reports to, the Manager of the Child Wellbeing Program.

### **Selection Criteria**

**Your application for this position must include your CV and specifically address each of the assessment criteria listed below. Short listing and selection will be based upon these selection criteria.**

1. Demonstrated leadership and supervisory skills in the delivery of high quality culturally acceptable statutory advisory function to the Department of Communities – Child Safety.
2. Knowledge, or the ability to acquire knowledge, of the Department of Communities – Child Safety's Investigation and Assessment process and a demonstrated ability to participate effectively member of a multidisciplinary team.
3. Sound knowledge of child development and an understanding of developmental milestones, and demonstrated ability to provide information and advice from a child's family and community regarding protective and cultural matters that is culturally sound, accountable and accepted, including the ability to participate in statutory decision-making that impacts significantly on Aboriginal and Torres Strait Islander children and their families.
4. Well developed interpersonal and written communication skills including the ability to consult, negotiate and liaise with Aboriginal and Torres Strait Islander families, community groups and organisations, and relevant Government departments.
5. Knowledge, or the ability to acquire knowledge, of the relevant Government statutes governing statutory child protection work (eg *Child Protection Act 1999*) and the ability to keep current of the legislative, practice and procedural changes within this system.
6. Demonstrated ability to communicate effectively and sensitively with Aboriginal people and Torres Strait Islander people, including a knowledge and understanding of the issues that impact on both cultures in contemporary society.
7. Demonstrated ability to articulate the interests of Aboriginal people and Torres Strait Islander people in a variety of forums, including a capacity to consult and negotiate according to Aboriginal protocol and Torres Strait Islander protocol.
8. Demonstrated ability to work independently and within a team, to deal with client matters of a sensitive and confidential nature and to deal with organisational demands.

## Additional Factors

- The Senior Investigation and Assessment Advisor is an **Identified** position. It is a genuine occupational requirement that an *Identified* position be filled by an Aboriginal person or Torres Strait Islander person, as permitted by and arguable under Section 25, 104 and 105 of the *Queensland Anti-Discrimination Act (1991)*.
- Please **provide two (Aboriginal and or Torres Strait Islander) Referees** who can confirm that you are of Aboriginal and or Torres Strait Islander decent, you identify as an Aboriginal and or Torres Strait Islander person and an Aboriginal and or Torres Strait Islander community accepts you as such.
- Social Sciences qualifications are highly desirable; however experience in working with children and their families and/or in the area of child protection, is essential.
- All Child Wellbeing Program staff without Social Sciences qualifications are expected to commence a TAFE Certificate IV in Child Protection or a similar course, within the first 24 months of their employment.
- Wuchopperen Social Health requires all Child Wellbeing Program staff to wherever possible, participate in, and assist with the organisation of, cultural and community events.
- Successful applicants will be expected to develop skills in operating office equipment associated with the position, particularly word processing and other computer programs.
- This role is responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (eg email, internet and telephone). Staff must undertake these tasks in accordance with the organisations information management policies and procedures (eg. Record keeping, privacy, security and email usage).
- A non-smoking policy is effective on Wuchopperen Health Service's sites, including buildings, offices and motor vehicles.
- The Senior Investigation and Assessment Advisor may be required to work outside of core business hours from time to time.
- Wuchopperen Health Service has a 3-month probationary period for new employees.

## Essential Requirements

- Demonstrated commitment to ongoing self development with a focus on qualifications/skills upgrade.
- The possession of a current Queensland driver's licence.
- Applicants must be in possession of, or be eligible to apply for a 'Positive Notice (blue card) for Child Related Employment' – this is at the cost of the employee
- Wuchopperen Social Health requires all Child Wellbeing Program staff to disclose a criminal history (including convictions which are not recorded) and/or criminal charges at the time of interview.

Those applicants nominated for the position will also be required to consent to a formal criminal history check with the Queensland Police Service for the purposes of obtaining a 'Disability services positive notice card' for working with persons who have a disability.

**Referees:**

Two referees are to be nominated, including the applicant's current supervisor.

**Applications addressing the selection criteria are to be received by no later than close of business on Monday, 8 February 2010.**

Please address applications to:      Private & confidential:  
Lynette Yeates  
Human Resources Manager  
Wuchopperen Health Service  
PO Box 878  
MANUNDA    Q    4870

Or email to:                                      [hr@wuchopperen.com](mailto:hr@wuchopperen.com)