



RECRUITMENT PACKAGE

SFSS Overview

Selection Process

Position Description

Advertisement

Singleton Family Support Scheme (SFSS) is a not for profit service that has been providing support to local families in the Singleton area for over 25 years.

The aim of our service is to support families to become more confident and empowered to make positive, independent decisions. SFSS is an inclusive service, offering support to all families in the area, providing early intervention and placement prevention programs to reduce the likelihood of children entering or remaining in the child protection and out of home care systems.

SFSS is funded by NSW Family & Community Services (FaCS), Early Intervention and Placement Program (EIPP). Services provided in this program include:

- Advice & Referral
- Case Management
- Counselling
- Parenting Support Programs
- Parenting Skills Programs
- Supported Playgroups

SFSS has recently secured funding for the implementation of the Toolbox Talks program with mining companies across the Hunter Valley. Toolbox Talks was one of 7 programs selected in the Domestic & Family Violence (DFV) Innovation Fund announced as part of the NSW Government's Domestic & Family Violence Blueprint for Reform 2016-2021.

Toolbox Talks is a three year project that will deliver training to employees in the male dominated mining and construction industries. Commencing in October 2017, Toolbox Talks will be delivered in partnerships with Sutherland Shire Family Services. Sutherland will be facilitating the program with the Construction industry in Sydney, and Singleton will run the program with Mining industry across the Hunter Valley.

The Toolbox Talks training will provide information on domestic and family violence and outline alternative options and conversations that men can have with their peers around violence. Referrals to support services will also be made where appropriate. The project aims to improve understanding of the dynamics, impacts and complexities of domestic and family violence.

Our vision is for a strong community where:

- children are provided with a safe, nurturing place to grow and become responsible, fulfilled adults,
- families are supported and empowered to reach their potential with equity of access to information and resources, and
- Individuals respect others' choices and take responsibility for their own.

It is recognised that quality of service is reliant on the principles and values of the staff delivering that service. We are committed to the following values:

- Respect for human dignity and worth
- Social Justice
- Professional Integrity

This means that all work:

- Is professional and ethical
- Seeks to provide equal access and rights to all people
- Respects all people's right to autonomy and choice
- Respects privacy and seeks to establish informed consent prior to the commencement of service
- Recognises, and works to increase, the inherent strength and capacity to resolve problems of both individuals and families
- Is collaborative and optimistic
- Values diversity and difference

SFSS recognises that the concept of 'family' can take many different forms and defines a family as a 'belonging group', as identified by the client/s

SFSS Service Principles

1. We are committed to providing a "No Wrong Door" approach where we welcome individuals and families into the service for at least initial contact. If current funding doesn't allow us to provide an ongoing service, we will work with them to link them with a more appropriate service.
2. We would like to be able to work with families across the whole continuum of service, from early identification of issues through to families experiencing crisis and other issues requiring intensive support. This is inclusive of those with identified Risk of Significant Harm and involvement with the statutory child protection authority.
3. We will actively seek funding to enable us to provide short, medium and long-term support for individuals and families experiencing:
 - Parenting concerns
 - Housing and/or financial difficulty
 - Crisis
 - Domestic Violence
 - Mental Health
 - Grief and Loss
 - Social Isolation
4. We are committed to:
 - Working collaboratively with other services in the Hunter Valley region to ensure an integrated response, continuum of service and avoid unnecessary duplication.
 - Lobbying to encourage government and other funding bodies to respond appropriately to the local community needs
5. In addition to a commitment of a strength based, client centred approach, we are passionate about the use of creativity and innovation in the way we work with families. This means utilising art, play and other creative tools in both group and individual settings.
6. SFSS acknowledges that Aboriginal and Torres Strait Islander peoples are Australia's First People, and are committed to providing a culturally appropriate service to Aboriginal and Torres Strait Islander peoples. We aim to continue to understand the inter-generational trauma and its impacts as a result of the colonisation of Australia, by learning from Aboriginal and Torres Strait Islander peoples and agencies. We understand that connection is an important part of Indigenous culture, and acknowledge and value the connection to people, land and water.

On receipt of your application, you will receive an email confirming that your application has been received and will be reviewed. It is essential that you read the selection criteria and answer each individual criterion as best you can. To be eligible for an interview, ALL criteria must be addressed.

SFSS is a child safe workplace and therefore it is a requirement of employment to confirm that you have not been charged with an offence against children. A current paid Working with Children's Check and current NSW Police Check is required before proceeding to interview stage. It is also a requirement that we speak to your most recent employer and therefore request that you provide 2 recent professional referees. For more information click the links below:

- [NSW](#) Police Check
- [Working](#) with Children Check

Applicants will be selected for interview based on the quality of the answers to the selection criteria, qualifications and previous experience.

If selected for interview, you will be advised by phone with an allocated interview time.

If you are unsuccessful in progressing to interview stage, you will be notified by email.

Reference checks will occur following the interviews.

If you are successful in gaining the position, you will be advised by phone, followed by a letter offering employment.

If you are unsuccessful in gaining the position following your interview, you will be advised by phone. If you would like feedback on your application, this will be available to you at the time of the phone call, or a later date should you request it.

Applications close 5pm Sunday 17th September 2017
Interviews are expected to take place between 21-22 September 2017

If you would like further information about the role, please call Lindsay Rutherford 0438 719 934 or email lindsay@singletonfs.org.au

Reports to: Manager

The Project Manager is responsible for the implementation of the Toolbox Talks program. This will include building relationships with current stakeholders, as well as actively seeking relationships with Mining companies to participate in the program.

KEY RESULT AREAS:

1. Program Delivery

Outcomes required:

- Commitment to SFSS values relating to Domestic and Family Violence, and its impact on women and children.
- Maintain professional relationships with Mining companies in the Hunter Valley.
- Commitment to ongoing learning and ethical practice.

2. Team Work & Leadership

Outcomes required:

- Commitment to relevant Workplace, Health & Safety legislation.
- Development and maintenance of positive working relationships with other staff and volunteers.
- Active and respectful sharing of knowledge and resources with other staff and volunteers to support their work.
- Behavior consistent with the SFSS mission, vision and values.

3. Administration & Records

Outcomes required:

- Client Files are kept up to date and in correct format.
- All group activities are effectively measured and reported.
- Reports are submitted on time with accurate information.

LIST OF DUTIES:

The tasks required to achieve these outcomes include (but are not limited to):

- Develop and maintain systems to record data collected through the facilitation of the program.
- Seek and maintain positive professional relationships with companies within the mining industry.
- Develop and maintain accurate program resources.
- Liaise with internal staff, partner organisations, and funding bodies to ensure successful implementation of the program.
- Develop and facilitate groups that provide a safe place to explore the complexities of DFV, and how they relate specifically to the mining industry.
- Publicise and promote all aspects of the Service in a way that encourages families and individuals to utilise any aspect of the service they require.
- Encourage and facilitate access to the program for all members of the target audience, including people from culturally and linguistically diverse backgrounds, Aboriginal peoples and members of disadvantaged and minority groups.

- Participate in team meetings, case meetings, supervision, planning days, team building days and other meetings deemed necessary for staff development, community liaison and smooth running of the Service.
- Maintain accurate and up-to-date client records that reflect ethical, legal and organisational requirements.
- Record details of services provided and as required for the compilation reports to Management Committee and funding bodies.
- Work in a way that is consistent with the Service vision, mission, policies and procedures.
- Attend required training and professional development opportunities.

Singleton Family Support is currently looking for a suitably qualified and experienced Project Manager to implement the Toolbox Talks program across the Hunter Valley region.

SFSS offers staff a well-established service that is a dynamic, positive and supportive workplace with a team of dedicated professionals working together towards strengthening the service vision for a strong community where children and families are supported and encouraged to thrive.

This is a fixed term contract (up to 3 years) offering 38 hours per week on a minimum SCHADS Level 5 (depending on qualification and experience), Salary Sacrifice options, and a total of 6 weeks paid annual leave per year (2 week shutdown over Christmas).

Essential Criteria:

- Tertiary qualifications in Social Work, Social Science, Business, Project Management, or related fields
- Demonstrated understanding of the complex nature of Domestic and Family Violence and its impacts on women, children, workplaces and communities
- Demonstrated experience providing training and/or facilitation of groups
- Demonstrated experience working as part of a team developing positive working relationships within a professional work environment
- Demonstrated high level skill in a range of verbal and written communication with a wide range of stakeholders
- Current Driver's Licence
- Current Working with Children's Check
- Current NSW Police Check

Desirable Criteria:

- Experience in project management
- Experience working within the DFV field
- Demonstrated understanding of the Coal Mining industry, and the experience of those working within the industry

SFSS is committed to providing a fair, equal, and culturally competent service and encourages applications from women, men, CALD and Aboriginal and Torres Strait Islander peoples.

To apply for the position, please send a cover letter, your current resume, and a separate document answering each of the selection criteria to lindsay@singletonfs.org.au

Applications close 5pm Sunday 17 September 2017.

APPLICATIONS THAT DO NOT ANSWER THE SELECTION CRITERIA WILL NOT PROCEED TO INTERVIEW STAGE

If you would like further information see the Recruitment Package on www.singletonfamilysupport.org.au, or phone Lindsay Rutherford 0438 719 934.