CAAPS
Aboriginal Corporation

Position Description

Position Title	Key Worker
Area	Darrandirra Child and Family Centre
Reports To	Darrandirra Child and Family Centre Coordinator
Direct Reports	NIL

Position Purpose

Provide front line of service delivery working directly with families, young people, and other relevant stakeholders. Identify, assess, and respond to the strengths and needs of families and young people accessing Darrandirra Child and Family Centre (CFC) seeking assistance.

Responsibilities

- Establish and maintain community networks to advocate for young people and families to assist access to required support services.
- Support people and families to participate in centre-based activities and facilitate appropriate "warm" referrals to respond to identified needs.
- Support case planning, coordinate supports and culturally appropriate referral pathways for individuals and families accessing the CFC.
- Complete all administrative tasks, reporting and compliance duties accurately and in a timely manner in adherence with role requirements and CAAPS policies and procedures.
- Work within CAAPS organisational code of conduct, mission, values and strategic direction.
- Assist in the development and maintenance of an environment that is safe, culturally inclusive, and promotes wellbeing and developmental outcomes for young people, and families.
- Contribute to a safe working environment by identifying, reporting and responding to potential hazards, incidents and accidents in accordance with CAAPS Policies and Procedures and WHS legislation.
- Participate in quality improvement activities as they relate to this position.
- Conduct and facilitate small community forums, programs, and activities.
- Other related duties as required, and within the scope of this position.

Key Performance Indicators

- Vulnerable families and young people are supported to participate in activities and case coordination within the CFC and appropriate services.
- Conduct strengths-based intake and assessments following CAAPS Intake Framework, identifying strengths, needs and barriers to ensure appropriate referral pathways are provided.
- Work collaboratively with vulnerable families and young people; supporting participation in activities and case coordination within the CFC and appropriate local services.
- Facilitate culturally appropriate, evidence based early intervention groups, activities and play experiences for children, young people, and families.
- Support the development of strong partnerships with relevant external services to support engagement, referral pathways, and advocacy for families (supported by CFC Coordinator).
- Maintain accurate data and case notes in line with program requirements.
- Develop and maintain strong partnerships with relevant external services support engagement, referral pathways, and advocacy for families.

Key Selection Criteria

- Relevant VET qualification (e.g., Cert III or IV Community Services), Aboriginal Primary Health Care or equivalent tertiary qualification or working towards.
- Ability to work effectively with culturally and linguistically diverse people including Aboriginal and Torres Strait Islander Peoples and Culturally and Linguistically Diverse people.
- Demonstrable awareness of and sensitivity to Aboriginal culture and history and current issues impacting on the lives of Aboriginal people and community, inclusive of an understanding of the local Darwin region and people of the Stolen Generations.
- Demonstrated ability to apply early intervention and prevention activities that support the wellbeing of young people and families.
- Experience working within strengths-based frameworks to support vulnerable people.
- Compassion, empathy, a sense of justice and tolerance.
- A team player – the ability to collaborate with others with openness and trust.
- Adaptable and resilient to be able to work within challenging situations.
- Ability to represent CAAPS in an appropriate manner at all times.
- Demonstrated effective communication including verbal, written and computer skills.
- Committed to a drug-free lifestyle, and willing to undertake drug screening before starting and at random intervals as required.

Knowledge

- Demonstrated understanding of Work Health and Safety issues and requirements.
- Knowledge of social and cultural issues impacting the diverse local community, including vulnerable populations.
- Demonstrated knowledge of trauma-informed practice.
- Knowledge of and/ or experience in working within cultural safety frameworks.
- Experience in facilitating groups.
- Demonstrable lived or professional experience of challenges Aboriginal and/or Torres Strait Islander people face daily.
- Experience working with Aboriginal and Torres Strait Islander families, youth, and communities.
- Experienced in delivering early intervention and prevention programs for Aboriginal and Torres Strait Islander/CALD families to improve life skills is highly regarded.
- Relevant experience working with vulnerable young people and families or diverse groups.

*Please provide the following **with your application**:

- Selection criteria responses
- Copies of any relevant qualifications
- Copy of current NT Driver's License (minimum C Class)
- Copy of current First Aid Certificate
- Copy of a Criminal History Check
- Copy of current Ochre Card (Category E), or evidence of application

I hereby acknowledge that I have read and understood my responsibilities, as outlined in this position description.

Employee Name: _____

Employee Signature: _____ Date: _____

Version	:	4
Date created	:	June 2023
Review date	:	last reviewed March 2025
Approved by	:	**Scott McKeen, CEO**