

Position description

Child Protection Practitioner, Beginning Practice

OFFICIAL

Department:	Department of Families, Fairness and Housing (DFFH) 'About the Department'
Position title:	Child Protection Practitioner
Position number:	
Branch/Division/Team	
Work location:	
Classification:	CPP3
Commencing salary:	CPP 3.1: \$76,817 (Diploma qualification entry level) CPP 3.2: \$80,111 (Degree qualification entry level)
Employment status:	Ongoing / Fixed Term Full-time (76 hours per fortnight) / Part-Time options available
Position reports to:	Team Manager
Position contact:	
Closing Date:	Midnight,

Role

To be an effective child protection practitioner, you will have a strong sense of social justice and understand that families are complex, with their own unique histories. Importantly, you will be able to build relationships with children, young people and their families.

At the CPP3, beginning practice level you will be supported by your team and your supervisor in daily tasks and benefit from a structured and supportive learning program.

The transportation of children is a requirement of this role, as such a valid driver's licence and willingness to travel, including in country regions is essential. There may be the requirement to work overnight and, travel in evenings and early mornings. On occasions, additional hours may be required, including weekends to ensure the wellbeing of children.

You will possess an understanding of Aboriginal culture and demonstrate an understanding of the legislative, policy and practice requirements relating to Aboriginal children, families, and communities, including the Aboriginal Child Placement Principle and the programs and initiatives that support its implementation in child protection practice.

About Child Protection

Being a part of the child protection team means making a real change to the lives of others, keeping families safe and strong. The work of a Child Protection Practitioner is complex, challenging, and rewarding. Practitioners need to have specialist child welfare knowledge and the ability to engage children, young people and their families.

Practitioners work in a statutory environment where they must exercise legal delegations and functions pursuant to the Children, Youth and Families Act 2005 (Vic). The statutory nature of the work requires working with families and children in the family home or other locations and the transportation and the supervision of contact.

The Act provides the legislative mandate for the department to protect children and young people from abuse and neglect using best interest principles, decision-making principles. This mandate involves:

- receiving reports
- conducting investigations
- intervening if it is assessed that a child needs care and protection
- taking matters before the Children’s Court
- supervising children on child protection orders
- determining case plans (including stability plans, cultural plans and therapeutic treatment plans) for the safety and wellbeing of children, and
- delivering case practice and case management services for children and young people who are either living with family or in out of home care

For more information about Child Protection please visit [Home | Child Protection Jobs - DFFH](#)

Working in child protection you will have access to different areas of practice such as:
Intake You will receive reports from members of the community regarding children alleged to be at risk and undertake assessment to determine if further child protection investigation is required. You will also provide advice to reporters and, where appropriate, assist families to access support services
Investigation and Assessment (Response) You will investigate reports determined to require a protective investigation through developing an investigation plan, direct contact with children and families and conducting a risk assessment.
Case management You will work with children and young people on a protection order including continual assessment of their safety and wellbeing and working with care teams to manage the day to day needs and best interests of children and young people.
Contracted case management You will manage the statutory aspects for children and young people whose case management has been contracted to a Community Service Organisation.
After Hours Services You will provide a response including outreach responses to all child protection matters that are received outside core business hours, at weekends or on public holidays.

Qualifications

Mandatory

- A recognised Social Work degree or a similar welfare or behavioural related degree, OR
- A combination of qualifications and experience that meet the child protection qualification framework requirement. Further information can be found at Child Protection Qualifications Framework assessments and further information on Recognised degrees here (<https://childprotectionjobs.dffh.vic.gov.au/roles/requirements>)
- A valid driver's licence is required
- A current Employee Working with Children Check (WWCC) card required

Capabilities and accountabilities

Domain of practice	Core Capabilities and accountabilities
<p>Critical assessment and reflection</p>	<ul style="list-style-type: none"> • Risk assessment and analysis: articulates and transcribes the assessment rationale with the family, supervisor, manager and other stakeholders (such as courts) as required. Consistently applies and adheres to legislation, policies and departmental frameworks. • Case planning review and case management: creates child-focused plans with the child, family and other stakeholders; ensures case plans are culturally aligned; drafts case plans in consultation with their supervisor; drives daily case management activities to implement the case plan. • Critical inquiry: thinks clearly and systematically, using self-awareness and analytical techniques to solve issues. Seeks guidance and consultation from the team manager and other senior staff. • Standardised reporting: competently and efficiently uses departmental systems (such as CRIS) when documenting care solutions. • Reflective Practice: critically reflects on practice and articulates assessment outcomes with their supervisor.
<p>Engaging others</p>	<ul style="list-style-type: none"> • Child-centred and family-focused relationship-based practice: develops solutions in collaboration with children and their families, colleagues, supervisors and stakeholders. Uses strong verbal and written communication skills to convey key information clearly and respectfully. • Collaboration: seeks out all relevant stakeholders involved with a child and their family to gather and share information. • Knowledge sharing: works collaboratively with internal and external partnerships to achieve positive client outcomes.
<p>Delivering results</p>	<ul style="list-style-type: none"> • Problem solving: gathers information and draws insight from children and families to support and empower them to identify their problems and possible solutions; clearly communicates their thinking, analysis and assessment of the problem and options for resolution; prioritises (triages) problems according to the nature of the problem and seeks appropriate support, guidance and consultation. • Culturally informed practice and safety: demonstrates culturally informed practice that is focused on the child in the context of their family and culture.

	<ul style="list-style-type: none"> • Business Operations: Competently uses departmental IT and recording systems and other web-based applications in line with departmental guidelines and privacy principles. • Evaluating and delivering program improvements: considers activities, decisions and outcomes from the perspective of making things work better
Additional accountabilities	
<p>You will keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements.</p> <p>Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's occupational health and safety (OHS) policies and procedures.</p>	

Key selection criteria

Specialist expertise

- Understanding of the Children, Youth and Families Act 2005 (Vic) in practice, including the core responsibilities and principles of the Act.
- Understanding of the legislative, policy, and practice requirements relating to family violence and to families impacted by drug and/or alcohol abuse and can apply these skills in practice.

Knowledge and skills

1. **Written communication:** Prepares briefs, letters, emails and reports using clear, concise and grammatically correct language; ensures written communications contain necessary information to achieve their purpose; uses appropriate style and formats.
2. **Verbal communication:** Confidently conveys ideas and information in a clear and interesting way; understands and meets the needs of target audiences (the right information to the right people); welcomes constructive feedback; sees things from other's points of view and confirms understanding.
3. **Interpersonal skills:** Sees things from other's point of view and confirms understanding; expresses own views in a constructive and diplomatic way; reflects on how own emotions impact on others.
4. **Self-Management:** Plans and prioritises work to ensure outcomes are achieved; resists the temptation to react immediately without taking time to think things through; uses strengths to contribute constructively and consciously manages the impact of own weaknesses; anticipates own reactions to situations and prepares accordingly.

Personal qualities

5. **Adaptable:** open to new ideas; accepts changed priorities without undue discomfort; recognises the merits of different options and acts accordingly.
6. **Decisive:** Takes rational and sound decisions based on a consideration of the facts and alternatives; makes tough decisions, sometimes with incomplete information; evaluates rational and emotional elements of situations; makes quick decisions where required; commits to a definite course of action.
7. **Self-Discipline:** Maintains a consistent and sensible pattern of behaviour under pressure; recognises and restrains inappropriate emotions during a situation or interaction; recognises own limitations and works with others to ensure plans are achieved.

8. **Resilient:** Perseveres to achieve goals, even in the face of obstacles; copes effectively with setbacks and disappointments; remains calm and in control under pressure; accepts constructive criticism in an objective manner, without becoming defensive.

Values and behaviours

The Department of Families, Fairness and Housing employees are required to demonstrate commitment to:

The public sector values and behaviours – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights.

Recordkeeping – The department is committed to good record keeping and requires all staff to routinely create and keep full and accurate records of their work-related activities, transactions and decisions, using authorised systems.

Diversity – The department values an inclusive workplace that embraces diversity and strongly encourages applications from Aboriginal people, people with disability, people from the LGBTQIA+ community, and people from culturally diverse backgrounds.

Important information

The salary range for this position is set out in Schedule B of the *Victorian Public Service Enterprise Agreement 2024* or its successor. For further information refer to [Department of Treasury and Finance](#).

Department policy stipulates that salary upon commencement is paid at the base of the salary range for the relevant grade except unless specified under the VPS Agreement. An executive delegate must approve any above base requests. These will be by exception only or where required to match the current salary of a Victorian Public Service staff transferring at-level.

Individuals who have received a Voluntary Departure Package from a Victoria Public Service department/agency are ineligible for re-employment for a minimum of three calendar years from the date of separation.

Individuals who have received an Early Retirement Package (ERP) from a Victoria Public Service department/agency are ineligible for re-employment for a minimum of 12 months from the date of separation.

Individuals who have received an Application Separation Package (ASP) from a Victoria Public Service department/agency are ineligible for re-employment for a minimum of 18 months from the date of separation.

The department is a key emergency management partner and contributes significantly to Victoria's emergency management arrangements. As part of a whole-of-government agreement, employees may be required to undertake training in emergency management and support functions during an emergency and may be redeployed to facilitate this need.

The department provides and maintains a safe working environment that does not risk the health of its employees.

Pre-employment checks

All appointments require reference checks, national criminal records checks and pre-employment misconduct screening. All child protection positions require an employee Working with Children Check clearance with some also requiring screening through the Disability Worker Exclusion List.

Applicants who have, in the last 10 years, lived overseas for 12 months or longer in one country must provide an international police check from the relevant overseas police agency. Further information is available on the Department of Home Affairs website 'character and policy certificate requirements' page. Alternatively, applicants can obtain a check through an organisation providing international police checks via an internet search.

Vaccination Requirements Policy

The department strongly recommends (but does not mandate) that employees maintain their COVID-19 vaccination status in accordance with current ATAGI (Australian Technical Advisory Group on Immunisation) advice, given their individual circumstances. As of June 2023, DFFH does not require evidence of COVID-19 vaccination status.

Further information

For enquiries regarding the position please phone the contact on the position description. If you experience difficulties in applying online, please contact HR Divisional via email at HRDivisional@dffh.vic.gov.au

DFFH values the contribution of all employees and fair and equitable treatment of all people is integral to all activities. As such, the DFFH offers reasonable adjustments for applicants with disabilities on request at aboriginaldiversityinclusion@dffh.vic.gov.au

For further information visit '[About the Department](http://www.dffh.vic.gov.au/about)' on [Department of Families, Fairness and Housing](http://www.dffh.vic.gov.au/about)' <www.dffh.vic.gov.au/about>.

To receive this document in another format email HRDivisional@dffh.vic.gov.au

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In this document, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people. 'Indigenous' or 'Koori/Koorie' is retained when part of the title of a report, program, or quotation.