

# Position description

## Advanced Child Protection Practitioner

### OFFICIAL

<b>Department:</b>	<a href="#">Department of Families, Fairness and Housing (DFFH) 'About the Department'</a>
<b>Position title:</b>	Advanced Child Protection Practitioner
<b>Position number:</b>	
<b>Branch/Division/Team</b>	
<b>Work location:</b>	
<b>Classification:</b>	CPP4
<b>Salary range:</b>	\$95,102 - \$107,905 per annum (plus superannuation)
<b>Employment status:</b>	Ongoing / Fixed Term Full-time (76 hours per fortnight) / Part-Time options available
<b>Position reports to:</b>	Team Manager
<b>Position contact:</b>	
<b>Closing Date:</b>	Midnight,

## Role

As an effective Advanced Child Protection Practitioner your role will be receiving and assessing reports of alleged abuse and neglect of children and young people. You will undertake investigations and develop plans to bring about the changes necessary to ensure the safety, stability and development of children and young people and to promote the achievement of case plan objectives within specified timeframes.

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 an Advanced 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.

## CPP4 position description - general

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 on 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:
<b>Intake</b> 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
<b>Investigation and Assessment (Response)</b> 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.
<b>Case management</b> 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.
<b>Contracted case management</b> You will manage the statutory aspects for children and young people whose case management has been contracted to a Community Service Organisation.
<b>After Hours Services</b> 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

<p><b><u>Mandatory</u></b></p> <ul style="list-style-type: none"><li>• A recognised Social Work degree or a similar welfare or behavioural related degree, OR</li><li>• 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 (<a href="https://childprotectionjobs.dffh.vic.gov.au/roles/requirements">https://childprotectionjobs.dffh.vic.gov.au/roles/requirements</a> )</li><li>• A valid driver's licence is required</li><li>• A current Employee Working with Children Check (WWCC) card required</li></ul>
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## Capabilities and accountabilities

Domain of practice	Core Capabilities and accountabilities
<p><b>Critical assessment and reflection</b></p>	<ul style="list-style-type: none"> <li>• <b>Risk assessment and analysis:</b> competently works with complex cases. Supports, advises and guides colleagues to understand and apply frameworks as required.</li> <li>• <b>Case planning review and case management:</b> coordinates and leads planning, review and management of own case work.</li> <li>• <b>Critical inquiry:</b> uses outcomes from critical inquiry to develop and build on existing knowledge and skills. Supports, advises and guides others to apply evidence-based frameworks to resolve issues.</li> <li>• <b>Standardised reporting:</b> produces a range of documents in a confident manner.</li> <li>• <b>Reflective Practice:</b> critically reflects on their own practice and implements changes where required. Competently demonstrates reflective and evidence-based practice in regular interactions with staff and stakeholders.</li> </ul>
<p><b>Engaging others</b></p>	<ul style="list-style-type: none"> <li>• <b>Child-centred and family-focused relationship-based practice:</b> uses strong communication and interpersonal skills to resolve issues and ensure child safety and wellbeing.</li> <li>• <b>Collaboration:</b> supports and models collaborative practice with stakeholders and colleagues. Models best practice conflict resolution by active listening and negotiating a course of action that is mutually beneficial.</li> <li>• <b>Knowledge sharing:</b> uses evidence-based logical arguments to share information and advocate for positive client outcomes.</li> </ul>
<p><b>Delivering results</b></p>	<ul style="list-style-type: none"> <li>• <b>Problem solving:</b> uses a combination of theoretical and practiced risk assessment frameworks to address problems with families or practice standards.</li> <li>• <b>Culturally informed practice and safety:</b> reconciles differing cultural perspectives in developing culturally informed assessment and decision making.</li> <li>• <b>Business Operations:</b> Supports, advises, and guides others in effective business operations according to departmental guidelines and privacy principles.</li> <li>• <b>Evaluating and delivering program improvements:</b> Supports others to work more effectively and identify opportunities for improved service delivery. Generates and shares ideas, encouraging others to reflect on activities and develop solutions.</li> <li>• <b>Packaging of Support:</b> Effectively plans for purchasing services, managing to establish budgets and allocating finances to achieve the best outcomes.</li> </ul>
<p><b>Leading and inspiring</b></p>	<ul style="list-style-type: none"> <li>• <b>Practice Leadership:</b> provides support, supervision and guidance to students in theoretical and practice requirements and implications, Supports, advises and guides colleagues through assessment and decision making. Demonstrates leadership and mentoring skills when working with students. Competently carries out assessments independently and makes appropriate, informed decisions.</li> <li>• <b>Collective Leadership:</b> Develops leadership skills via learning from the senior leadership team and other departmental learning and development opportunities. Demonstrates active listening, empathy and emotional intelligence.</li> </ul>

	<ul style="list-style-type: none"><li>• <b>Developing others:</b> is aware of their skills, strengths and development needs, actively working to address skill gaps.</li><li>• <b>System leadership:</b> understands the needs and concerns of the community and workplace. Supports, advises and guides others in how to create effective working relationships.</li></ul>
<b>Additional accountabilities</b>	
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.	
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.	

## Key selection criteria

### Specialist expertise

- Demonstrated experience in the knowledge and application of the Children, Youth and Families Act 2005 (Vic) in practice, including the core responsibilities and principles of the Act.
- Demonstrates an 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. **Leadership:** Builds a cohesive team with clarity around goals and accountabilities; obtains needed personnel, resources and information for the team; supports individuals and the team, delegating responsibilities appropriately; brings together the best possible group to achieve objectives.
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.

## CPP4 position description - general

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](mailto: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](mailto: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](http://www.dffh.vic.gov.au/about)>.

To receive this document in another format email [HRDivisional@dffh.vic.gov.au](mailto: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.