

# Restoring Families Parenting Assessment and Skill Development Practitioner

**CLASSIFICATION:** Band 6

**OCCUPANT:** Vacant

**DATE:** September 2026

## POSITION CONTEXT & OBJECTIVE(S):

The Parenting and Children's Services team at Warrnambool City Council delivers a range of Department of Families, Fairness and Housing funded programs across the Connecting, Strengthening and Restoring Families service system. These programs build family capacity and maximise safety, health, education and wellbeing outcomes for children and families. While the service has a strong focus on families with children in the early years from birth to eight years, some programs support families with children and their family through to their teenage years.

The Parenting Assessment and Skill Development Service (PASDS) is a specialist service providing intensive parenting assessment and skill development for infants and young children and their families where there are significant concerns regarding parenting capacity, child safety, infant development and/or the parent-child relationship.

This role is responsible for providing intensive assessment, planning and direct child and family support for high-risk infants and young children from birth to three years of age and their families. The practitioner works primarily with families experiencing complex and intersecting vulnerabilities, including statutory Child Protection involvement, family violence, substance use, mental health concerns, trauma, attachment disruption, developmental concerns and cumulative harm.

### Key Objectives

- Undertake comprehensive and independent assessments of parenting capacity, infant development, parent-child relationships, safety and family functioning evidence-based assessment tools, direct observation, professional information and sound professional judgement.
- Integrate information from multiple sources, including the family, Child Protection, health professionals and other relevant services, identifying strengths, risks, discrepancies and information gaps.
- Respond to immediate and emerging needs that may impact the safety, development and wellbeing of an infant or young child.
- Deliver comprehensive, structured and individualised in-home skill development that directly responds to identified parenting capacity and child safety needs.
- Maintain comprehensive, timely and objective records of family engagement, assessment findings, professional analysis and recommendations, including reports that may be provided to the Children's Court of Victoria.
- Manage an allocated caseload autonomously, including intake, assessment, planning, intervention, review, reporting and case closure.
- Maintain professional independence when working collaboratively with Child Protection and other stakeholders, ensuring PASDS assessment findings are evidence-informed and professionally defensible.

### Key Duties and Responsibilities

Undertake intake and independently determine the assessment and intervention requirements of allocated families within PASDS guidelines.

- Conduct comprehensive parenting capacity assessments, including assessment of a parent's ability to provide safe, responsive and developmentally appropriate care.
- Undertake direct observation of parent-child interactions and assess the parent's capacity to recognise and respond to the infant or child's cues, needs and developmental stage.
- Assess infant and child development and consider the impact of the caregiving environment on development, attachment, safety and wellbeing.
- Undertake risk assessment and screening for family violence and assess the impact of family violence and other risks on parenting capacity and child safety.
- Assess complex and intersecting factors including trauma, attachment, mental health, substance use, family violence, developmental concerns and other factors that may affect parenting capacity.
- Use evidence-based assessment frameworks and tools appropriately and exercise professional judgement when interpreting assessment information.
- Independently analyse information from multiple sources, including family members, Child Protection, health professionals and other relevant services, identifying consistency, discrepancies, gaps and areas requiring further exploration.
- Implement effective, structured skill development with parents to enhance the safety, development and wellbeing of their infant or young child.
- Deliver the service across a wide range of settings including face-to-face, telephone and online platforms as well as travel to partnering LGA

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- Exercise professional judgement and make day-to-day decisions regarding case planning, risk response, assessment methodology and intervention within delegated authority.
- Work independently and safely across home, community and other settings, including situations involving elevated risk and complex family dynamics.
- Prepare high-quality, objective and evidence-based case notes, assessments and reports, including documentation that may be required for statutory purposes or Children's Court proceedings.
- Collaborate with internal and external service providers to deliver an integrated and coordinated response while maintaining the professional independence of the PASDS assessment.
- Ability to conduct risk assessments using evidence-based frameworks to identify safety concerns, cumulative risk and family strengths.
- Demonstrated ability to work autonomously as the primary or sole practitioner for allocated families, exercising sound professional judgement, managing complex assessments and appropriately seeking consultation and escalating significant risks.
- Apply existing skills and knowledge flexibly to undertake other duties as required.

## KEY SELECTION CRITERIA:

### Key Selection Criteria

Applicants are required to address in writing the key selection criteria in their applications and will need to demonstrate to the selection panel that they have met the following criteria:

- Demonstrated current experience working with high-risk infants, children, adolescents and families with complex needs.
- Have an awareness of attachment and trauma theories related to First Nations children, young people and their families.
- Demonstrate knowledge of trauma-informed practice, child development theories, cultural competence
- Demonstrated ability to work autonomously as the primary or sole practitioner for allocated families, exercising sound professional judgement, managing complex assessments.
- Ability to conduct risk assessments using evidence-based frameworks to identify safety concerns and family strengths
- Demonstrated ability to work as part of a multidisciplinary team and liaise effectively with local and regional agencies.
- Strong administrative skills, including statistical data recording, report writing, computer literacy, independent work and workload prioritisation.
- Demonstrated efficient time management and organisational skills, including the ability to independently manage and prioritise a complex caseload

## GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):

☒ YES

The incumbent must have and maintain a Working with Children Check:

☒ YES

## ORGANISATIONAL RELATIONSHIPS:

|                           |                                                                                                                                                                  |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reports to:</b>        | Coordinator Parenting and Children's Services, Service Manager Early Years Intervention & Support                                                                |
| <b>Supervises:</b>        | N/A                                                                                                                                                              |
| <b>Internal Contacts:</b> | Parenting and Children's Services Team, Early Years Education and Learning & Development, Maternal and Child Health Program and Community Wellbeing Directorate, |

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## External Contacts:

Department of Families, Fairness and Housing, Southwest Child and Family Service Alliance partners, Tweddle & QEC, Hospitals and other allied Health service providers, other community Service and government organisation.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Seeks guidance and advice when required to support timely and appropriate decision-making.
- Works as an independent specialist case practitioner, making professional decisions within the guidelines, delegated authority and requirements outlined in the position description.
- Is accountable for the professional management and progression of allocated PASDS cases and for completing comprehensive parenting assessments within the scope of the service.
- The primary and, where allocated, sole case worker is responsible for planning, undertaking, documenting and completing the PASDS assessment and intervention.
- Maintains professional responsibility for the integrity, quality and completion of PASDS assessment work while collaborating with Child Protection and other professionals.
- Complies with records management policies, procedures and requirements and maintain accurate, timely and defensible documentation.
- Uses independent judgement and problem solving on a day-to-day basis, including interpreting complex or conflicting information and determining appropriate assessment and intervention responses.
- Demonstrates sound understanding of child development, parenting capacity, infant safety, attachment and trauma-informed practice.
- Ability to work with initiative and autonomy in accordance with organisational policies, PASDS requirements and funding guidelines
- Seeks professional guidance, consultation and supervision when required to support timely and appropriate decision-making, while retaining responsibility for progressing allocated assessments.

## SPECIALIST KNOWLEDGE AND SKILLS:

- Have an awareness of attachment and trauma theories related to First Nations children, young people and their families.
- Demonstrated ability to produce high-quality, objective and evidence-informed case notes, assessments and reports.
- Ability to exercise professional judgement, identify when consultation or escalation is required, and maintain accountability for assessment decisions.
- Clear and thorough knowledge of child development theory and current practice related to the health, development and wellbeing of young children.
- Demonstrated knowledge of current theories underpinning family dynamics across diverse socio-economic and cultural backgrounds.
- Highly developed observation skills and the ability to use these skills to develop and implement plans tailored to individual family requirements.
- Sound understanding of protective services and risk assessment practice.
- Ability to maintain clear professional boundaries and distinguish between reported information, direct observation, professional analysis and assessment conclusions.
- Maintain client and service confidentiality at all times.
- Apply well-developed observation, engagement and assessment skills in complex and sometimes challenging family environments.
- Communicates effectively through well-developed written and verbal communication skills, including the ability to communicate professional assessment findings clearly and objectively.
- Works cooperatively with professionals across the sector while maintaining the professional independence of PASDS assessment work.
- Demonstrated experience working with high-risk infants, children and families with complex and intersecting needs, including statutory Child Protection involvement.
- Demonstrated experience and capability in independently undertaking complex parenting capacity assessments, including gathering and analysing information from multiple sources, conducting direct observations, assessing risk and protective factors, forming evidence-informed professional conclusions and preparing high-quality assessment reports and recommendations.

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- Demonstrated knowledge of trauma-informed practice, child development theories, attachment, cultural competence and the impact of family violence, substance use and other vulnerabilities on parenting capacity.
- Contributes as an effective team member and promotes a multidisciplinary approach in the workplace.

## MANAGEMENT SKILLS:

Builds respectful professional relationships with families while maintaining appropriate boundaries and the objectivity required for assessment.

Demonstrated experience in complex child and family assessment, case management and/or specialist parenting assessment, preferably within a statutory or child protection context.

### Professional Skills

- Demonstrated efficient time management and organisational skills.
- Demonstrated ability to produce high-quality case notes and reports.
- Ability to work with initiative and autonomy in accordance with organisation policies and funding guidelines.
- Actively upholds integrity within teams and operational areas by managing fraud and corruption risks, ensuring policy compliance and fostering ethical conduct.

## INTERPERSONAL SKILLS:

### Interpersonal Skills

- Maintain client and always service confidentiality.
- Apply well-developed observation and assessment skills.
- Communicate effectively through well-developed written and verbal communication skills.
- Works cooperatively with professionals across the sector.
- Contributes as an effective team member and promotes a multidisciplinary approach in the workplace.

### Qualifications and Experience

- Tertiary qualifications in Social Work, Psychology, Nursing, Allied Health or equivalent. Alternatively, extensive demonstrated case management experience of two or more years, combined with diploma-level qualifications, will be considered.
  - Competence using Word, Excel and client management systems.
  - Current driver's licence.
  - Employee Working with Children Check.
  - Experience working with vulnerable children and families.
  - Desirable: IRIS, CRIS/SP, related Client Management Systems, MARAM, Circle of Security, Newborn Behavioral Observations, Marte Meo, Outcome Star and NCFAS.
- Fit to work

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

## AGREEMENT:

I accept and agree to undertake the duties outlined in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment, and I agree to comply with all relevant terms and conditions.

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# *Restoring Families Parenting Assessment and Skill Development Practitioner*

|            |  |
|------------|--|
| Name:      |  |
| Signature: |  |
| Date:      |  |

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ACCOUNTABILITY



COLLABORATION



RESPECTFULNESS



PROGRESSIVENESS



WELLBEING