

## Position Description

This position description is available in large print and other accessible formats upon request.

<b>Position Title</b>	Child and Family Practitioner – Connecting Families
<b>Directorate / Service / Program</b>	Family Support and Care Services / Connecting Families / Children and Parent Support / Supported Playgroup
<b>Reports to</b>	Community Practitioner
<b>Location</b>	Colac
<b>Classification</b>	Social, Community, Home Care and Disability Services Industry Award Level 5
<b>Date Revised</b>	January 2026

### About Us

We are Meli, inspired by the word Meliorism. The belief that the world can be made better through human effort.

Meli is a Victorian not-for-profit organisation, offering a unique combination of services to support members of our community throughout their lifetime, from early childhood through to adolescence and adulthood.

Everyone faces challenges occasionally, and Meli is here to lend compassionate help, and to take a preventative and early response approach – no matter how big or small a problem.

**Our Purpose:** Supporting people, strengthening communities.

**Our Vision:** A fair, safe and inclusive community where everyone can thrive.

**Our Values:** Build Connection, Show Courage, Inspire Action, Celebrate Difference, Be Dynamic.

**To learn more about Meli please visit our website [www.meli.org.au](http://www.meli.org.au)**

### Position Overview

The Child and Family Practitioner is part of Meli's Family Support and Care Services Directorate, working within a collaborative team to deliver an integrated, evidence-informed model of family support across the Barwon Southwest region.

Guided by the Victorian Strategic Framework for Family Services and the Australian Government's Early Years Strategy, this role focuses on the Connecting Stream of family support. It partners with universal services to provide early intervention and prevention strategies, supporting families with emerging or situational needs so every child can thrive.

This role connects with families to address any identified risk factors and to contribute to the development of protective factors that will enable families to

develop aspirations, make pro-social connections and engage in a pathway that will lead to productive, healthy and happy lives.

- The key objectives of the role are to:
- Empower parents to build confidence, capacity, and self-care.
- Provide opportunities for positive, joyful and nurturing interactions and secure attachments between children and caregivers.
- Provide tailored strategies that promote child safety, stability, development, and wellbeing.
- Deliver evidence-based interventions of varying intensity to meet family needs.
- Connect families with community resources and social supports.
- Collaborate closely with leadership and team members across Connecting, Strengthening, and Restoring Family Support streams.

## Key Accountabilities

**Duties of this position may include, but are not limited to the following:**

- Provision of high-quality early intervention to support families access universal services and build parenting knowledge, skills and confidence.
- Conduct comprehensive risk assessments, facilitate referrals and collaborate with families to develop child and family action plans.
- Support families in identifying and addressing their key concerns through tailored, innovative, intentional and therapeutic resources that are unique to each family's context.
- Deliver universal group program for children and families, which can include therapeutic groups, supported playgroups, and/or parent education sessions.
- Undertake assertive outreach in homes and communities, partnering with the caregivers, to create positive, nurturing experiences that strengthen parent-child relationships.
- Engage in ongoing professional development through training, reflective practice, supervision and participation in relevant meetings.
- Contribute to continuous improvement initiatives, using data and feedback to enhance client outcomes, service delivery and agency mechanisms
- Implement risk management processes, to ensure compliance with legal, regulatory, and organisational standards, including managing complex incidents and implementing risk mitigation strategies.
- Build and maintain collaborative relationships with clients, community organisations, government agencies, and service providers to enhance service access.
- Liaise with local community services, including Shire representatives to identify communities in need, sourcing venues and setting up Supported Playgroups in these communities.

- Advocate for social change and contribute to initiatives that improve access and outcomes for vulnerable populations.

### **Organisational Accountabilities:**

- Other reasonable duties as directed
- Apply Meli's quality and risk management frameworks
- Understand and comply with the standards of a child safe organisation in both practice and culture
- Active involvement in professional development to build knowledge and skills
- Make decisions following the values, and the relevant standards, practices, policies, procedures, regulations, industrial instruments and legislation

## **Qualifications, Skills, and Experience**

- Bachelor or Diploma in Early Childhood, Social Welfare, Teaching or equivalent qualification
- Demonstrated understanding of managing complex families including client advocacy, therapeutic interventions and family support in line with evidence informed frameworks.
- Demonstrated knowledge of the factors that can impact on a parent's ability to care for children and knowledge of the service system and resources available that can support parents, children and young people
- Experience in the facilitation and delivery of evidence-based parenting programs.
- Demonstrated experience in parenting coaching to assist parents to build their parenting confidence, skill and capacity in order to assist children to thrive.
- Demonstrated understanding of risk and needs assessments

## **Other Requirements of the Role**

All employees must undergo and maintain a range of satisfactory checks as a condition of employment. These include:

- Working with Children Check
- National Coordinated Criminal History Check (NCCHC)
- International Police Check (if required)
- Have the right to work in Australia

## **Key Stakeholders**

- Meli employees
- Department of Fairness and Housing
- Department of Education

- Education providers
- Family service providers
- Community Base Organisations and Health Services
- Local Government

## Physical Requirements & Environmental Conditions of the Role

Meli is committed to creating inclusive spaces that are accessible for everyone by reducing and/or removing barriers through reasonable adjustments.

The following table shows the physical and psychological work environment characteristics that have been identified as part of this role. Where possible, Meli will make reasonable adjustments to support individuals to succeed in their roles.

Required Activities / Working Environment	Frequency
<b>Computer based tasks, sedentary position, office based</b>	Sometimes
<b>Repetitive manual tasks</b>	Sometimes
<b>Working in buildings which may have stairs</b> <i>(Reasonable adjustments can be made)</i>	Sometimes
<b>Driving, in &amp; out of vehicles</b> <i>(If driving is required, must hold current Victorian Driver Licence)</i>	Often
<b>Bending, lifting, pushing, pulling</b>	Rarely
<b>Working alone or at a co-located site</b>	Rarely
<b>Confrontational/confronting situations</b> <i>(Due to the nature of our work, there may be times when staff are exposed to content, behaviour, language and/or situations that can be confronting)</i>	Sometimes
<b>Working outside in differing weather conditions</b>	Rarely
<b>Working on-call and/or after hours</b>	Sometimes
<b>Attending external locations including client homes</b>	Often

## Inclusion Statement

Meli is committed to being a place where everyone has a sense of belonging.

We embrace the unique perspectives and experience of our people and our community, and their voice is at the heart of our values and decision making.

We aim to be courageous as we learn, grow, and evolve as an accessible, inclusive and safe organisation for people of all identities.

We are working to create a team of people who reflect the diverse community we support. Aboriginal and Torres Strait Islander, LGBTQIA+, culturally diverse people, those living with a disability, and those looking to return to the workforce following a break in their career, are encouraged to apply for our roles.

## Child Safety Statement

Meli is committed to child safety in every aspect of the organisation. We take deliberate steps to protect children from physical, sexual, emotional, and psychological abuse and neglect. Our organisation fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns.

We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children and young people. This includes providing a safe environment for children and young people with a disability, who are Aboriginal and Torres Strait Islander, from culturally and/or linguistically diverse backgrounds or who identify as LGBTQIA+.

Meli's policies and practices promote the safety and wellbeing of children and establish an effective, consistent approach to prevent, respond to and encourage the reporting of allegations of child abuse and harm.

All children, their families and carers should feel welcome at Meli, including feeling able to express their identity and raise concerns about their own or others' safety.

## Employee Declaration

I have read and understood this Position Description and in signing this document agree that I can fulfill all the requirements of the position described in this document. Additionally, I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

**Note:** The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.