

<b>POSITION</b>	<b>Family Dispute Resolution Practitioner</b>	<b>STATUS</b>	Part time
<b>REPORTS TO</b>	Regional Service Manager	<b>LOCATION</b>	Wyndham Vale

#### BETTER PLACE AUSTRALIA VISION AND STRATEGIC GOALS

Better Place Australia has a vision of “*An Australia where all people experience positive relationships, truly value each and live safer, more confident lives*”. As a community focused not-for-profit organisation with an ever-growing range of psychological and community support services, Better Place Australia is taking a leadership role in the provision of high-quality, effective services for a wide range of community groups across 25 locations in Victoria.

#### BETTER PLACE AUSTRALIA VALUES

Better Place Australia values, in all that we do:

- Compassion
- Optimism
- Professionalism
- Empowerment

#### PURPOSE OF ROLE

To provide family dispute resolution services as required to separated couples experiencing conflict through assisting them to discuss issues, look at options and work out how best to reach agreement in disputes regarding their children and/or property matters, who may otherwise be the subject of proceedings under the Family Law Act.

#### WORK PERFORMED

##### **Direct Service:**

- Conduct dispute resolution sessions using the theoretical concepts and practices of mediation and conciliation as outlined in training programs and literature available in Victoria, including those of Better Place Australia and consistent with the Regulations of the Family Law Act 1975 and amendments.
- Identify problem-solving options and strategies and provide assistance in clarifying clients’ problems and disputes.
- Assist parents negotiate sustainable and workable Parenting Plans, which reflect the best interest of the children.
- Assist parents negotiate financial settlements when these present alongside parenting issues.
- Prepare minutes of agreements and other records of mediation and dispute resolution sessions as appropriate.
- Provide appropriate information and referral for parties, including referrals both internally and externally.
- Provide assessment in relation to the provision of Certificates as required by Family Dispute Resolution Practitioner Regulations.
- Where appropriate, provide short-term support for clients.
- Participate in telephone duty as required.

- Periodical supervisory assistance may be provided to students on placement when required.
- Facilitate group programs where required.

***Community Liaison and Networking:***

- Work in a consultative manner with Indigenous and Migrant Information Services as required to ensure that service provision is implemented in a culturally sensitive manner.
- Establish and maintain contact with relevant community service organisations, legal firms, departments, and individuals as appropriate.
- Respond efficiently, creatively, and in a timely fashion to developments in the delivery of Family Law services, in conjunction with other staff, management, and service providers as appropriate.
- Participate in promotional activities and the community education component of the Program.

***Program Responsibilities:***

- Work in collaboration with other staff in the provision of co-mediation, child-focused, child inclusive work and other models of intervention where necessary.
- Be willing to reflect upon own professional and personal practice within the organisation and demonstrate integrity and honesty based on a commitment to high professional practice.
- Brief and de-brief with co-mediators as appropriate.
- Promote teamwork through the sharing of skills and knowledge.
- Participate in staff activities including but not limited to staff meetings, staff development, on-going training activities and case review.
- Attend and actively engage in supervision sessions as required.
- Keep records of all work undertaken including accurate and up to date case files and statistical records.
- Participate in the annual staff appraisal process.
- Maintain knowledge of, and adhere to, the policies and procedures of the organisation.

***Quality & Compliance***

- Ensure any quality risks are identified and reported promptly and that prevention strategies are implemented to ensure the safety of all clients and staff
- Maintain a good working knowledge and understanding of the QIC Health and Community Standards
- Pursue opportunities for quality improvement, and actively contribute to the accreditation of the service being delivered
- Participate in regular audit processes to ensure compliance with applicable regulatory bodies is maintained
- Contribute to the development and implementation of service manuals in accordance with contract and program requirements
- Ensure Better Place Australia's services are in compliance with applicable funding contracts, including reporting requirements

***Other:***

- Other duties as assigned and which are consistent with the position
- Ensure compliance with Better Place Australia's code of conduct and related organisational policy material
- Contribute to a culture of health and safety
- Identify potential hazards and implement appropriate risk mitigation responses in so far as is reasonably practicable

**REQUIRED QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

- Demonstrated knowledge of Child Safety principles and evidence of active involvement in child safety related activities and initiatives

- Registration as a Family Dispute Resolution Practitioner pursuant to Regulation 60 of the Family Law Act 1975.
- Tertiary qualification in Law, Psychology, Social Work or Other Social Science.
- Knowledge of the effects of separation and divorce on families.
- An understanding of the basic concepts and philosophy of family dispute resolution including mediation and conciliation and how they fit in the broader human service delivery sector.
- Understanding of power differentials, patterns of communication, violence issues, parenting, and child development in the context of family dynamic.
- Demonstrated high level of skills in screening and assessment of family violence.
- Demonstrated high level of skills in managing and resolving conflict.
- Knowledge of, and experience in, working within the *Family Law Act 1975* and its amendments.
- A thorough understanding of specific issues relating to the involvement of children in family dispute resolution, issues of family violence and cultural matters.

#### PERSONAL COMPETENCY REQUIREMENTS

- The ability to think creatively and develop innovative responses to specific situations as they arise.
- Strong interpersonal and communication skills.
- Realistic reflective self- assessment skills essential.
- The ability to rapidly develop rapport with clients.
- Demonstrated experience in working within a multi-disciplinary team.

#### OTHER

- Competent computer skills particularly in Microsoft Office and the use of a CRM (Penelope)
- Current Victorian driver's license
- Current satisfactory National Police check
- Working with Children Check (Victoria)

#### KEY RELATIONSHIPS / INTERACTIONS

##### Internal

- Administration Coordinators and operational Staff
- Regional Services Manager

##### External

- Clients and their family members
- Community and Government Representatives and Service Providers.

#### GENERAL INFORMATION

Better Place Australia is a not for profit organisation and we provide services for all members of the community regardless of religion, age, gender, sexuality, lifestyle choice, cultural background or economic circumstances. We offer a workplace culture reflective of a vibrant, learning organisation where our people are highly engaged in their work and committed to making a difference. Our organisation is committed to child safety and we carry out police record, working with children and reference checks to ensure that we are recruiting the right people.