

Location/s	Selected Venues
Reporting to	Team Leader
Direct Reports	Nil
Level	Band 3
Date Updated	July 2023

About the Role

To provide and conduct a range of specialist interventions with children, young people and parents who are going through the process of family separation, in particular the FDR mediation process.

Key Responsibilities

Consultant Responsibilities	<ul style="list-style-type: none"> • Provide expert information and advice to both FDRPs and clients engaged in the mediation process which includes recommending appropriate evidence-based interventions and translating research on best outcomes for children post-separation. • Work in collaboration with Family Dispute Resolution Practitioners (FDRPs) to assist the child and family to manage the effects of family separation, conflict, family violence, parenting issues and family crises. • Work in collaboration with FDRPs with all aspects of FDR case management across the FDR case continuum. • Maintain inter-disciplinary and collaborative relationships with mediators and other key stakeholders. • Provide appropriate interactive support to children. • Deliver parent sessions, including specialised psycho educational sessions for separated parents. • Deliver specialised assessment-based child sessions. • Preparation and presentation of detailed feedback for parents to be used in Child Informed Mediation (CIM) in relation to their children’s emotional well-being and developmental needs. • Assist in the acquisition and development of appropriate resources, including training, local referral pathways and strategies covering the range of issues relevant to separated families and their children. • Participate in and/or facilitate groups for children/or parents to support management of effects of family separation, conflict, parenting issues and child development. • Participate in and at community events focused on children and, separation on behalf of Relationships Australia Queensland Limited (RAQ) programs. • Support awareness raising activities and events in the community and at venue level to increase knowledge and insight into impact on children and parents experiencing post separation, and relational issues.
Duty of Care and Legislative Requirements	<ul style="list-style-type: none"> • Maintain confidentiality and understand the limits of confidentiality particularly as they apply to clinical risk management and duty of care matters (e.g., assessment of domestic and family violence, child safety, threat of harm to self or others, and other risk factors); and take appropriate steps to

	<p>respond to risk and duty of care matters as required by organisational policy and procedure.</p> <ul style="list-style-type: none"> Understand and meet legislative and funding requirements including collecting and recording statistical data in a timely and accurate manner.
File and Diary Management	<ul style="list-style-type: none"> Maintain client files, case notes and risk management documentation as per organisational policy and procedure. Maintain the client information system to enable effective and informed client bookings.
Supervision and Professional Development	<ul style="list-style-type: none"> Demonstrate ongoing commitment to and participation in regular internal clinical supervision and professional development as per organisational policy and procedure. Be receptive to feedback and apply reflective practice.
Administration and Planning	<ul style="list-style-type: none"> Where directed, assist with the provision of administrative and general office duties. Contribute to operational planning as requested by the reporting manager.
Organisational Responsibilities	<ul style="list-style-type: none"> Adhere to all organisational policies, procedures, standards, and practices. Act only in ways that advance RAQ objectives, values, and reputation. Other duties, consistent with skills and experience, as directed by the reporting manager.

Core Competencies

Business Savvy	Applies knowledge of the business and the industry to advance the organisation's goals.
Accountability	Accepts personal responsibility for actions and consequences, reflects on own performance and commits to personal and professional development.
Collaborative Relationships	Builds collaborative and constructive working relationships, working as a team to achieve goals.
Diversity & Inclusion	Interacts with all stakeholders in ways that demonstrate respect of social and cultural differences and commits to challenging attendant social inequities.
Innovation & Continuous Improvement	Applies knowledge, experience, and ideas to develop new and better ways of working, adapts to change and maintains resilience.
Professionalism	Gains the confidence and trust of others through honesty, integrity, and authenticity.

About You

To be successful in this position you will have:

	Required	Highly Desired
Qualifications	<ul style="list-style-type: none"> Relevant undergraduate qualification in Behavioural Science, Social Work or Psychology. 	<ul style="list-style-type: none"> Possession of a Vocational Graduate Diploma of Family Dispute Resolution. Accreditation as a Family Dispute Resolution Practitioner (FDRP) with the Attorney-General's Department, Completion of the Jennifer McIntosh Child Consultancy qualification or equivalent.

<p>Experience</p>	<ul style="list-style-type: none"> • Experience in providing counselling and educational type interventions, assessments and support to children, young people, and their families. • Previous experience in managing high volume, complex caseloads. 	<ul style="list-style-type: none"> • Demonstrated experience in engaging proactively with and supporting clients of diverse backgrounds (Aboriginal & Torres Strait Islander, Culturally and Linguistically Diverse, low socioeconomic status, people with disabilities and people of diverse bodies, genders and sexualities).
<p>Knowledge</p>	<ul style="list-style-type: none"> • Knowledge of relevant theories and framework models including: child development, family violence, separation, grief, and loss, change theories and family systems theory. • Knowledge of the international rights of the child. • Knowledge of child protection legislation and the Family Law Act. 	
<p>Skills</p>	<ul style="list-style-type: none"> • Highly developed interpersonal and communication skills, both written and verbal. • Effective time management, prioritisation, and organisation skills. • Competent in computer use. (Microsoft Office, email, web-based programs, and have the ability to learn new programs and applications). 	

It should be noted that Position Descriptions are under constant review and may be changed at any time.