



Position Description

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| Position Title | Family Dispute Resolution Practitioner |
| Department | Post Separation Services |
| Program | Family Dispute Resolution Services |
| Location | State-wide |
| Classification | Level 4 (of Relationships Australia Tasmania) |

About Relationships Australia Tasmania

Relationships Australia Tasmania (RA Tas) is a leading provider of relationship support services. We're here to help people and communities thrive by supporting people to create positive connections.

Our Values

At Relationships Australia Tasmania we are guided by these values in everything we do:

- Willing to Serve
- In it Together
- People Matter
- Looking Forward

Position Summary

The Post Separation Services aim to provide alternatives to formal legal processes for families who are separated, separating or in dispute to improve their relationships, make arrangements in the best interests of their children and/or negotiate property. Post Separation Services have a particular role to help families with complex needs.

Relationships Australia Tasmania provides family dispute resolution through the Family Relationships Centre and Family Dispute Resolution Program.

The role of the Family Dispute Resolution Practitioner is to provide family dispute resolution services to couples and families who are separating or who are separated in order to negotiate parenting and/or property arrangements.

Key Areas of Responsibility

- Engage and assess clients and the impact of their situation on their children
- Provide dispute resolution services to assist parents to reach agreement on arrangements for children after separation and to complete Parenting Plans using an appropriate dispute resolution framework
- Provide dispute resolution for people who are wanting to work through their property pool and complete Property Plans as appropriate.
- Provision of Elder Mediation where the older person may be part of a family dispute, be subject to a family dispute or at risk of elder abuse.
- Provide workplace mediation to external agencies as required.
- Conduct intake assessments and develop case plans for individuals and families
- Provide and make referrals to other services for families as needed
- Disseminate information with an early intervention and prevention focus
- Provide information and resources to assist families to stay together when appropriate
- Participate in the provision of outreach services as required
- Participate in community education and networking activities
- Ensure all administrative and reporting requirement responsibilities for the position are met
- Any other duties as required and within the general scope of responsibilities of this position

Position Relationships

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| Manager | Manager, Post Separation Services, North/North West; or Manager, Post Separation Services, South |
| Direct Report(s) | Nil |
| Other(s) | RA Tas staff, clients, other internal and external stakeholders |

Extent of Authority

The Family Dispute Resolution Practitioner informs and guides to gain the acceptance of others regarding the practices, systems and processes required to achieve program and service delivery outcomes. Freedom to act is governed by clear objectives and/or budget constraints which may involve the contribution of knowledge in establishing procedures within clear objectives and/or budget constraints where there are no defined established procedures.

Organisational Responsibilities

- Demonstrate professional workplace behaviours at all times in accordance with the organisation's Code of Conduct and Code of Ethics and adhere to all organisational policies, procedures, standards, practices and RA Tas values
- Assist RA Tas to create and maintain a safe and healthy work environment by working safely and adhering to all RA Tas Policy, procedures, standards and practices
- As an employee of RA Tas you are required to promote a workplace environment that supports the rights of all employees to live free from violence and adhere to the RA Tas Family Violence Support Policy at all times
- Our organisation is a Child Safe organisation and takes child protection seriously. As an employee of RA Tas, you are required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines
- Our organisation is committed to providing a welcoming and safe environment and to delivering culturally safe services for Australia's First Nation peoples. You are required to behave in a manner that is respectful, culturally appropriate and welcoming for all First Nations peoples.
- Our services are for everyone, regardless of race, social status, sexual orientation, gender

- identity or intersex status.
- Actively participate in regular Supervision sessions in accordance with the RA Tas Supervision Model and positively engage in continued professional development activities

Selection Criteria

Essential Requirements (Skills, knowledge, experience, qualification(s) and/or training)

1. Degree qualification(s) and relevant experience working in one or more of the following areas: social sciences, psychology, social work, family law, family dispute resolution or education
2. Demonstrated understanding of the impact of family separation and breakdown on children and experience in working to uphold the best interests of children
3. Proven knowledge of child development, mandatory reporting, suicide intervention and working with family violence
4. Highly developed interpersonal and communication skills
5. Knowledge and understanding of cultural diversity and an understanding of the needs of indigenous people
6. Ability to work as part of a multi-disciplinary team
7. Effective interpersonal skills and capacity to reflect on own practice, with supervisor, peers and self
8. Ability to work within and positively advance the mission and values of Relationships Australia Tasmania

Desirable Attributes

9. Experience in working with parents and children experiencing family separation
10. Demonstrated experience in the provision of Family Dispute Resolution
11. Current drivers licence

Special Requirements

- Appointment to this position will be subject to:
 - a current and satisfactory National Police Check and as applicable an International Police Check
 - a current EMPLOYEE Working with Vulnerable People registration for Child Related Activity
- Applicants must hold accreditation as a Family Dispute Resolution Practitioner with the Attorney-General's Department or be eligible for inclusion on the Register
- Some intrastate and interstate travel may be required in the position

Working Conditions

- Some out of hours work may be required in order to satisfy operational requirements
- Relationships Australia (TAS) has a suite of programs that attract a variety of clients, knowing how to work with and alongside difference is essential
- Applicants are expected to attend training and development opportunities as required

Approval

Michael Kelly
CEO

