

# Position Description: SAS - Family Service Co-ordinator



<b>Role Title:</b> Family Services Co-ordinator	<b>Department or Function:</b> School Age Services
<b>Reports to:</b> Area Manager Inner West	<b>Location:</b> Eastern Sydney / Inner West

## ROLE PURPOSE

School Age Services is designed to provide a coordinated, family-centred service option as children enter and complete the complex years of schooling.

School Age Services assists children and young people (6-18) with a disability to maximise their independence and participate in their home and community, whilst assisting families to continue to provide care for their child with a disability.

## General Responsibilities

All staff are required to:

- communicate effectively with families in response to their priorities and concerns.
- work holistically so that everyone in the family enjoys their involvement with Lifestart activities.
- work as a member of a transdisciplinary team, participating in the exchange of knowledge and skills among team members.
- document program goals and outcomes that are clear to families and other team members.
- work collaboratively with staff from other agencies in support of family priorities and needs, in ways which promote clear communication and effective partnerships,
- contribute to smooth transitions for families who are accessing new services, including families who are leaving Lifestart.
- develop and extend their professional knowledge.
- work flexibly in response to family needs.
- access interpreters where needed, following consultation with the Area Manager.
- contribute to the training and ongoing support of volunteers.
- prepare and/or present workshops, as required, to families and other professionals, in consultation with the Area Manager,
- participate in all-of-Lifestart staff meetings, plus branch and special purpose meetings as required.
- participate in community and professional networks.

## Family Service Coordinators (SAS) will:

- be responsible to the Area Manager
- participate in the development of an Individual Family Service Plan (IFSP), taking a co-ordination role: defining the priorities raised by the family which may include programs to support the child's development within and across home and community settings, participate within leisure activities, behavioural support programs, needs of siblings and other family members, etc.
- provide information and well being programs such as issues around child development, social/emotional development for children with a disability.
- provide information and advice to families and carers about the range and availability of services in the local area.
- assist families to access information about their rights, responsibilities, government policies and procedures.
- document outcomes in relation to program goals, and keep records of each child's progress.
- work flexibly to meet child and family needs.
- maintain ethical and legal boundaries with clients, families and co-workers.
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## Essential Criteria

- Tertiary qualifications in Education, Allied Health or a related discipline
- Relevant experience within the discipline
- Ability to work in a confident and professional manner when interacting with parents
- Ability to work independently whilst sharing learning and information with the team

## Desirable Criteria

- Experience working with children with disabilities
- Experience working with families of children with disabilities
- Understanding of the impact of a disability on the family
- Understanding of the principles of a family centred model