

Position Description

PASDS Co-ordinator



Our Vision	Secure Babies, Strong Families, Safe Communities
Our Role	Together we Strengthen Babies for the Future
Our Values	Collaboration, Accountability, Respect and Engagement

We acknowledge the Traditional Custodians of the lands on which we work, live and play. We pay our respects to traditional owners' past, present. We acknowledge the ongoing connection that First Nations peoples have to lands, waterways and communities and recognise the importance of babies toddlers and children being connected to culture and kinship. I

Introduction:

Tweddle Child & Family Health Service (Tweddle) is a specialist public hospital operating as an Early Parenting Centre (EPC) with the main sites located in Footscray and Wyndham, and additional outreach services in the Barwon region. We offer a range of early parenting programs - site based and in the community (including clients' homes) - to families who are experiencing difficulties with parenting their children up to the age of four. We deliver training and professional education on early parenting and participate in research with our academic partners. Babies, toddlers and children are at the heart of everything we do.

As a Child Safe Organisation all staff are expected to promote the safety, wellbeing and inclusion of all children. The responsibility for children's safety and protection is embedded within the organisational culture and reflected in policies and practices. Tweddle ensures that all staff members fulfil their legal obligations to respond and report any suspected incidence of child abuse.

More information is available at: www.tweddle.org.au

Position Summary:

The Parenting Assessment and Skills Development Service (PASDS) Coordinator is a senior operational/clinical position at Tweddle. The PASDS Coordinator supports the Program Manager to manage the implementation, development and delivery of the PASDS program and additionally provides support with operational and strategic advice as required.

PASDS is provided to vulnerable children and families who are referred to the program by Department of Families, Fairness and Housing (DFFH) Child Protection Services. The assessment is a specific 10-day residential parenting program with an initial parenting competency assessment undertaken over the first 2-3 days. Existing parenting strengths are acknowledged and enhanced. In situations where parenting deficits are identified an education and skill development plan is initiated, in partnership with the parent.

Staff members offer parents education and support through individual and group learning experiences incorporating techniques such as coaching, mentoring, demonstration and modelling. A final assessment occurs at the end of the program, with recommendations made for ongoing care and/or support, where required.

At the completion of the parenting program, a report is prepared for Child Protection outlining the parenting competencies observed and practiced by the parent/s during their stay. This report represents an independent assessment of parenting competencies and capacity to learn at the date of discharge from the program and contributes to the overall risk assessment undertaken by Protective Services.

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Secure babies | Strong families | Safe communities

This intensive therapeutic program is used by Child Protection and the Children's Court to inform their decision-making and to ensure appropriate supports are provided to children and their families.

As part of the multidisciplinary management team, the PASDS Coordinator is responsible for continually improving service delivery, performance targets, and staff management. The purpose of the role is to maintain and establish approaches, processes and systems to provide the infrastructure to deliver quality family centered outcomes.

Position Details:

Agreement: Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024 2028 OR Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026

Reports to: Manager High Risk Programs

Key Requirements

Essential Criteria	
<ul style="list-style-type: none"> Tertiary Qualifications in a relevant field including Nursing, Psychology, Allied Health or equivalent. Post Graduate studies in an area of clinical skills, infant mental health and observation will be favorably considered. Experience in the context of working with families with existing and emerging challenges (vulnerable children and families) Demonstrated skills and knowledge in the area of Family Partnerships and Best Interest Case Practice model. An understanding of OH&S requirements and a commitment to a safe work environment. A strong team player with an open and inclusive approach to leadership. 	<ul style="list-style-type: none"> Current Working with Children Check Consent to undertake National Police Record Check Current Australian Work Rights Evidence of up-to-date immunisation schedule Current COVID-19 Vaccination Current Victorian Driver's License
Desired Criteria	
<ul style="list-style-type: none"> Experience in child protection and child focused therapeutic interventions Experience and/or qualifications in Early Childhood Experience and/or qualifications in Family Counselling Knowledge of, or understanding of, infant mental health and attachment Understanding of working within the DFFH Best Interest Case Practice Model A strong background of working in partnership with families Experience working in a multidisciplinary team Experience in writing reports for a third party including the judiciary 	<ul style="list-style-type: none"> Experience in working with families experiencing multiple and complex issues An understanding of, or ability to identify, the range of services available in the community sector to support families An understanding of the importance of reflective practice. A positive and "can do" approach to work A high level of self-awareness / understanding of self Resourcefulness

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Key Position Objectives:

Program Management

- Lead pre-admission meetings, chair intake and discharge meeting processes as per program protocols and manual including dissemination of meeting minutes.
- Coordinate all aspects of the assessment and deliver the services in conjunction with Early Practitioners, Peer Support Worker, Psychology and Registered Nurses.
- Participate in daily client led handovers for clients who are part of the PASDS program.
- Maintaining the fidelity of the PASDS Assessment methodology for all clients including considering all qualitative and quantitative data in decision making, thematic analysis to be conducted daily to identify, analyze, and interpret patterns or themes within the qualitative data.
- The policies, procedures and documentation for the PASDS program are maintained based on Best Practice principles. There is evidence that audits occur quarterly (minimum) to ensure the quality of the program policies, procedures and documentation are maintained.
- In partnership with families provide feedback to clients related to the observation and skill development components of the program and ensure clients being provided with feedback on a daily basis to ensure they are kept advised of their progress within the program.
- Make evidence informed clinical decisions and ensure they are imbedded in the program and quality and timely attendance and presentation at multidisciplinary Risk Analysis meeting.
- Quality and timely provision of comprehensive evidence informed reports to Child Protection within 21 days of client discharge.
- Present evidence in the Children's Court on behalf of Tweddle as required.
- In conjunction with the Program Manager conduct regular audits and reviews of relevant policies, procedures and documentation related to the operations of PASDS programs.
- Participate in Quality Projects and delegate activities to appropriate staff.
- Meet all target requirements both funded and fee for service.

Staff Management

- Support and provide advice to staff who are working in the PASDS Program in relation to case planning, clinical development and issues that arise.
- Liaise, consult and seek advice from the Tweddle Clinical Team.
- Lead, coordinate and delegate during critical incidents that involve clients who are part of the PASDS program, for the protection of all clients and staff.
- Promote and maintain open communication with client families and colleagues including the multidisciplinary team and other members of the Tweddle team.

Reflective Practice

- Provide parenting support for families that align with clinical reflective practice approaches.
- Participate in reflective group sessions and individual reflective practice
- Provide individual and group debriefing when required

Facilitate Debriefing

- Provide individual and team debriefing when required

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Stake holder engagement

- Liaise with Child Protection services in relation to clients who are part of PASDS
- Liaise with services who are involved with families who are part of a PASDS.
- When required participate in the statewide 'Intensive Infant Response panel'

Professional Development

- Maintain professional knowledge base and attend relevant conferences, study days, formal study and/or readings.
- Participate in the Performance and Development Review process.

Quality and Risk

- Ensure high quality service provision ensuring positive experiences for families and optimal outcomes
- Maintain a safe environment for clients, self and other staff. This includes active contribution to a systems approach to minimise clinical risk and improve the safety of care.
- Demonstrate the principles of Person Centred care – respect and dignity, information sharing, participation and collaboration.
- Report risks identified in a timely manner and support reducing risk recurrence

Occupational Health and Safety

- Ensure staff and clients operate in a safe environment.
- Commit to own self-care and to building resilience.
- Maintain knowledge of Tweddle's Occupational Health and Safety (OHS) policies and procedures.
- Utilise RiskMan to capture incidents and near-misses.

Other

- Actively participate in relevant meetings and forums.
- Perform your role and responsibilities in accordance with the Tweddle values.
- Work within and contribute to the Tweddle Practice Framework, policies and procedures and guidelines.
- Identify service improvement opportunities
- Please note that this position description may be modified to suit organisational demands.

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