



Job Description Form

Best Beginnings Plus Worker

Position Details

Position Number:	Generic
Classification:	CSU2
Award:	Public Service Award
Agreement:	Child Protection Agreement
Organisational Unit:	Child Protection and Family Support / CPFS Service Delivery
Location:	Metropolitan and Regional WA
Classification Date:	
Effective Date:	June 2025

Reporting Relationships

This position reports to:

District Director, Specified Calling Level 6
Assistant District Director, Specified Calling Level 4
Team Leader Child Safety, CSQ3

Positions under Direct Supervision:

This position has no subordinates.



About the Department

The Department of Communities is Western Australia's major human services department that brings together vital services and functions that support individual, family and community wellbeing.

Working closely with our partners across government and the community services sector, our areas of responsibility include disability services; child protection; housing; homelessness; women's interests; community services; prevention of family and domestic violence; seniors and ageing; volunteering; and youth.

We support many Western Australians, with a focus on some of the most vulnerable people in our state. The job we do is rewarding but can be challenging.

People, place and home is at the core of everything we do and why we do it.

We work for the people who make up our communities across Western Australia; we help people be the best they can be. We focus our efforts on building places that are inclusive and connected and offer everyone the opportunity to prosper. And we support children and families so that they can have a physically and emotionally secure place to call home.

We promote a diverse workforce and embrace a high standard of equal opportunity, health and safety, and ethical practice.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

Role Statement

The Best Beginnings Plus Worker is responsible for:

- providing an intensive home visiting service in line with the Best Beginnings Plus Casework Practice Manual entries and program guidelines,
- providing a culturally appropriate personal service in maternal and paternal parenting skills including health related issues during pregnancy and infancy, child development, and nutrition, home safety, parent/child interaction, social, physical and intellectual development, financial management, problem solving and effective coping strategies,
- maintaining knowledge of community resources and services for appropriate referral and linking of families to support networks.



Position Duties and Responsibilities

1. Planning

- 1.1 Plans and prioritises work daily.
- 1.2 Undertakes preliminary planning for the child/family in terms of family health, physical and environmental needs.

2. Service Delivery

- 2.1 Provides a personal culturally appropriate parenting skill service to assist in the growth and development of families to facilitate child safety and wellbeing.
- 2.2 Establishes and maintains a strong participative relationship with referred parent/s and families involved in the program.
- 2.3 Undertakes ongoing family assessment and develops a family plan for the management and monitoring of major issues to assist in achieving desired outcomes.
- 2.4 Participates in safety planning, pre-birth and other child protection work alongside child protection workers.
- 2.5 Works alongside parents and families and with other community and government.
- 2.6 Identifies opportunities for parents to increase their support networks within the local community.

3. Management

- 3.1 Manages a caseload to achieve:
 - safe parenting and better outcomes for child wellbeing;
 - work alongside child protection workers and other agencies;
 - compliance with program obligations and Department policy.



4. Reporting and Advice

4.1 Ensures reporting and advice is within the prescribed framework, meets Department standards and:

- is timely;
- is accurate;
- identifies risks and recommends actions to address them.



Corporate Responsibilities

1. Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.
2. Actively participates in the Communities performance development process and pursues professional development opportunities.
3. Participates in emergency or critical event response management duties as required.
4. Undertakes other duties as required.

Work Health and Safety Responsibilities

All Employees (and Volunteers / Trainees / Contractors)

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

Supervisors (if applicable)

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.



Essential Work-Related Requirements (Selection Criteria)

1. Demonstrated experience in parenting and working with families with pre-school aged children.
2. Substantial knowledge and understanding of infant and child health and development in the context of family dysfunction and cultural factors.
3. Ability to engage hard to reach families, develop and access support systems through a structured program and as part of a team.
4. Demonstrated effective interpersonal and written communication skills, including negotiation, conflict resolution and problem solving.

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.
2. Appointment is subject to a satisfactory Working with Children (WWC) Check.
3. Appointment is subject to a satisfactory Client and Child Protection Check.
4. Possession of a current Western Australian 'C' or 'C-A' Class Driver's Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position and from time-to-time production of the licence may be required upon request by the Department.