



Job Description Form

Child Safety Practitioner

Position Details

Position Number:	Generic
Classification:	CSQ1
Award:	Public Service Award
Agreement:	Child Protection Agreement
Organisational Unit:	Child Protection and Family Support / Service Delivery Child Protection and Family Support / Statewide Services
Location:	Metropolitan and Regional WA
Classification Date:	
Effective Date:	June 2025

Reporting Relationships

This position reports to:

Assistant District Director, Specified Calling Level 4
Senior Practice Development Officer. Specified Calling Level 3
Team Leader Child Safety, CSQ3
Team Manager Child Safety, CSU4

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 Child Safety Practitioner works in the areas of child protection, children in care and family support and is responsible for:

- responding to concerns regarding the safety and wellbeing of children in accordance with provisions of the *Children and Community Service Act 2004*;
- taking legal action to promote the safety and wellbeing of children where necessary,
- providing services to children placed in the care of the CEO;
- assisting identified families and their children with relevant Agencies and community resources to ensure appropriate supports are in place;
- engaging and working alongside families to strengthen their capacity to provide care and safety to their members in ways that:



- are sustainable;
- will build resilience in children, families and the community; and
- ultimately increases social wellbeing.



Position Duties and Responsibilities

1. Child Protection

- 1.1 Responds to reported concerns about a child's wellbeing by making enquiries under Section 31 of the *Children and Community Services Act 2004* as to whether action is required to safeguard or promote the child's wellbeing.
- 1.2 Conducts and/or leads assessments and investigations on behalf of the Department under Section 32 of the *Children and Community Services Act 2004* to determine what action should be taken, including assessments, to determine parental or carer capacity to protect the child.
- 1.3 Takes intervention action under Section 32 of the *Children and Community Services Act 2004* if a child is in need of protection under Section 28 and collects evidence, prepares documents and participates in protection proceedings as required under the *Children and Community Services Act 2004*, Part 4, Division 2 and 3 and Part 5.

2. Children in Care

- 2.1 Complies with provisions of the *Children and Community Services Act 2004*, Part 4, Division 5 in relation to taking children into the care of the CEO.
- 2.2 Engages with children and families of children in care to promote and ensure their safety, wellbeing and development.
- 2.3 Ensures children in care have an up-to-date Care Plan as defined by Section 89 of the *Children and Community Services Act 2004* that reflects the current circumstances of the child, promotes their ongoing development and is subject to regular review.
- 2.4 Carries out assessments of families and foster families in determining appropriate placement options for children in care which may also include family reunification and Leaving Care arrangements (Part 4, Divisions 5 and 6 of the *Children and Community Services Act 2004*).
- 2.5 Ensures that children in the care of the CEO receive appropriate treatment and support services that address their individual needs including their physical and mental health, ethnicity and culture, education and emotional wellbeing.



3. Family Support

- 3.1 Engages all stakeholders in a respectful and honest manner when providing services to families of children in care of the CEO and/or families who are 'at risk' or in crisis.
- 3.2 Undertakes child and family assessments to provide for support services or arrange treatment for families who come to the attention of the Department.
- 3.3 Provides or arranges for services to families that will address child protection issues and strengthen family functioning. This includes referrals to appropriate agencies based on assessed family needs and available resources.

4. Inter-Agency and Community Collaboration

- 4.1 Maintains links and shares information with other Government and non-Government agencies that may have a statutory role or are providing a service to the Department in protecting children and assisting them with their education and health.
- 4.2 Liaises with appropriate cultural and Aboriginal services and communities that provide an identity for the children or family the Department is working with towards a goal of strengthening family functioning.
- 4.3 Liaises with the Department's contracted service providers in making appropriate referrals for individual and family support and treatment.

5. Administration

- 5.1 Maintains electronic client records and case management data to Departmental standards.
- 5.2 Participates in meetings, supervision and training as a contributing member of a team.
- 5.3 Assists in the recruitment, supervision and training of other staff as required.
- 5.4 Contributes to Departmental research and evaluation of services as required.
- 5.5 Manages Departmental and Government resources in accordance with Government and Departmental policy.
- 5.6 Complies with the requirements of the Department's Administration Manual and the Case Practice Manual.



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 knowledge of Child Protection and approaches to enhance child safety and wellbeing.
2. Knowledge of or experience in engagement, assessment and intervention with parents, children and families.
3. Demonstrated resilience and ability to manage multiple and conflicting priorities.
4. Strong communication skills and demonstrated skills in analysis and intervention planning.
5. Knowledge and understanding of the issues effecting Aboriginal and culturally diverse people.
6. A tertiary qualification in Social Work, Psychology or a relevant Human Service area.

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.
5. Candidates possessing international qualifications must provide assessment by the Overseas Qualification Assessment Unit (OQU) from Department of Workforce Development and Training WA or OQU assessment from another state for approval as an equivalent by the Executive Director, Department of Commerce.