



## Job Description Form

# Child Safety Officer

### Position Details

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

### Reporting Relationships

**This position reports to:**

Assistant District Director, Specified Calling Level 4

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 Officer is responsible for engaging, building and maintaining relationships with families and their children and communities whilst acknowledging the existing and inherent strengths that are already present. The role also works 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.



The position also assists identified families and their children with relevant Agencies and community resources to ensure appropriate responses are initiated. In addition, the role is responsible for taking legal action to promote the safety and well-being of children, when necessary.



## Position Duties and Responsibilities

### 1. Children and Young People

- 1.1 Administers the provisions of the *Children and Community Services Act 2004* and other relevant legislation. This includes taking legal action to promote the safety and well-being of children, when required.
- 1.2 Provides ongoing support, commitment and assistance to children and young people in care.
- 1.3 Engages with children and young people to promote and ensure their safety, wellbeing and development.
- 1.4 Assists children and young people in the care of the Department to identify their strengths and build their capacity.
- 1.5 Assists children and young people to relevant agencies, community resources and responses.

### 2. Families

- 2.1 Engages with identified families in a respectful and honest manner.
- 2.2 Assists families and their children to identify their own strengths and opportunities to build their capacity to ensure the safety and care of family members.
- 2.3 Assists families to relevant agencies and community resources.

### 3. Communities

- 3.1 Engages communities of interest to support their families and children.
- 3.2 Identifies with communities their strengths and opportunities to build capacity to promote a just and equitable community.



#### **4. Administration**

- 4.1 Maintains client records, statistical and data requirements to departmental standards.
- 4.2 Provides timely advice and reports as required.
- 4.3 Participates in meetings, supervision and training as a contributing member of a team.
- 4.4 Assists in the recruitment, supervision and training of other staff as required.
- 4.5 Contributes to research and evaluation of community services and responses.
- 4.6 Manages Government resources in accordance with Government and Departmental policy.



## 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. Ability to engage, empower and build effective working relationships with a diverse range of clients, stakeholders, partners and colleagues.
3. Demonstrated resilience and ability to manage multiple and conflicting priorities.
4. Demonstrated assessment and analytical skills, as well as strong communication skills (written, verbal and non-verbal).
5. Knowledge and understanding of the issues effecting Aboriginal and culturally diverse people.

## 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.