

CASE MANAGER – POSITION DESCRIPTION

KEEP EMBRACING YOUR SUCCESS (KEYS), WESTERN METRO REGION

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

So come and join us at Anglicare Victoria where there is a rewarding career ready for you in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



Position details

Position	Case Manager
Program	Keep Embracing Your Success (KEYS)
Classification	SCHADS Award Level 6 (Social Worker Class 3) (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
Hours	Full Time
Hours per week	38
Duration	Ongoing
Fixed term end date	
Location	Western Metropolitan Region - the incumbent will be expected to work at key service sites across the Western region.
Reporting Relationship	This position reports directly to the Team Leader, Western Residential Services
Effective date	September 2021

Overview of program

Anglicare Victoria, in conjunction with partners Orygen, VACCA and YSAS, are excited to be delivering a new Keep Embracing Your Success (KEYS) for young people who experience complex emotional and behavioral difficulties and are currently in, or are likely to be placed in, residential care.

KEYS is a transitional model, intended to support young people for up to 18 months including both a residential care placement and outreach support. KEYS will take a new approach to working with highly vulnerable young people, who will receive a range of support, treatment and other therapeutic interventions and be actively assisted and supported to transition into kinship care, home based foster care, or move directly to independent living.

At any given time, KEYS will support four young people living in the KEYS house and four receiving outreach following their KEYS placement.

Implementation of KEYS will be underpinned by the following principles:

- A positive and aspirational culture
- Consistently applied evidence informed practice
- Comprehensive assessment and planning
- Individualised holistic assessment and tailored therapeutic treatment and care plans.
- Connection to culture, family, community and land for Aboriginal young people
- Culturally informed practice
- Family engagement and inclusion
- Interdisciplinary collaboration and coordinated support
- Access to education and/or vocational training
- Planned and supported transitions into and out of the service.

The KEYS program sits within the Western Residential Care Program portfolio area which comprises of a total of eight residential care house – the KEYS house being one of these houses. Western Residential Care provides placement and support to 33 young people – 16 of these young people are case contracted to Anglicare Victoria for case management. The KEYS case manager will sit and be supported with our Residential Case Management Team.

Position Objectives

1.	Undertake a contracted case management role, enabling positive and forward looking outcomes to be achieved for young people who are being accommodated within the service (4 young people) and in an outreach capacity (up to 4 young people).
2.	Assist children, young people and their families / caregivers to become self-managing over time and prepare young people for their transition into less intensive options.
3.	Facilitate case coordination of a multidisciplinary team, including partner agency professionals and other services involved with each young person.
4.	Implement and hold oversight of KEYS support goals.

Key responsibilities

The key responsibilities are as follows but are not limited to:

1.	Coordinate care team to ensure optimal available supports are identified and established, holding oversight of engaged services, and support transition planning.
2.	Work in partnership with Orygen, VACCA, YSAS and DFFH for all young people involved in the KEYS Program by developing placement outcome plans comprising of behavioural indicators, goals, objectives and planned interventions.

3.	Undertake contracted case management functions including maintaining appropriate program records and statistics on CRIS / CRISSP, completing quarterly reports and Looking After Children documents.
4.	To liaise in a professional manner with DFFH and other service providers in relation to achieving case management tasks.
5.	Develop good working relationships with Aboriginal lead agencies to ensure cultural safety in our practice and good outcomes for Aboriginal children and young people.
6.	Participate in regular supervision, professional development opportunities and individual development planning.
7.	Provide outreach to support successful transition to independent living or other care arrangements, following placement in KEYS.
8.	Flexible hours as some evening work may be required.

Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. The five criteria are to be addressed individually (no more than 2 pages in total).

 <p>Role Specific</p>	<p>1. A relevant tertiary qualification in Social Work, Youth Work, Psychology and/or related behavioural sciences at degree level with substantial experience; or a lesser qualification with specialised skills sufficient to perform at this level.</p>
	<p>2. Excellent understanding of the child protection, placement and support services and family service system, including legislative and policy framework.</p>
	<p>3. Knowledge of, and experience in the application of relevant evidence informed and theoretical approaches that underpin casework practice (including theories of child attachment, development, trauma and abuse) to vulnerable children, young people and families.</p>
	<p>4. High developed skills in managing challenging behaviours and ability to collaboratively plan therapeutic interventions to meet multiple and complex needs.</p>
	<p>5. Commitment and ability to work in a multidisciplinary and multi-faceted service.</p>

Child Safety

AV is committed to protecting children and young people from all forms of harm and abuse. As an employee you are required to report any concerns raised by, or on behalf of, children and young people in accordance with mandatory reporting, reportable conduct and incident management procedures. Everyone at AV has a role to play in keeping children and young people safe.

Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Conditions of employment

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. Salary packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check and an Employment Working with Children Check prior to commencement.
- A current Victorian Driver's license is essential.
- In line with Anglicare Victoria's Covid 19 Vaccination Policy all staff, students and volunteers are required to provide evidence of full vaccination against Covid-19 or provide a valid medical exemption. This requirement may be amended from time to time in line with Anglicare Victoria Policy or as directed by Chief Health Officer.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
