

POSITION DESCRIPTION

Position:	Home Based Care Case Manager & Carer Recruitment
Program:	Placement and Support
Classification:	SCHADS Award Level 5 (Social Worker Class 2)
Hours:	Full time
Duration:	June 2018 (at which point the position will be reviewed)
Location:	The position is based in Dandenong with travel throughout the Southern Metropolitan Division
Accountability:	This position is directly accountable to the Team Leader, OHC
Date:	June 2017

INTRODUCTION

At Anglicare Victoria our focus is on transforming the futures of children and young people, families and adults. Our work is based on three guiding pillars, Prevent, Protect, Empower. We offer a comprehensive network of services and seek to ensure the provision of high quality services that will bring about significant improvements in the life experience of the young people, children and families/caregivers with whom we work.

Anglicare Victoria has an official Reconciliation Action Plan (RAP) that bears the Reconciliation Action Trademark. The RAP requires that staff continue to develop their cultural competence so as to maximise opportunities and improved outcomes for Aboriginal and Torres Strait Islander peoples.

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 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.

OHS - Employees are required to complete the OHS requirements of the organisation, which may include local level training relating to equipment usage or Hazardous Chemicals.

Employees, contractors and volunteers are required to:

- understand and comply with all OHS legislation and regulations relevant to their activities at the designated workplace and undertake training as required

- 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 the Team Leader/Supervisor or Regional Manager

OVERVIEW OF PROGRAM

The primary focus for the Fostercare program is to -

- Support and maintain placements for children who are placed outside their families of origin
- Undertake caregiver advertising, recruitment and assessment
- Support caregivers on a daily basis as well as ensure that they have opportunities to participate in professional development and peer support meetings

POSITION OBJECTIVES

- To develop specific strategies for the recruitment of carers for challenging children and young people, such as children with high needs, sibling groups
- To lead information nights and pre-service training sessions for prospective carers as well as playing a lead role in post accreditation training
- To assess the competency and suitability of prospective volunteers and carers for accreditation in various roles within the HBC Program
- To provide children with family based placements that will support their development and maintain them in a safe and secure environment.
- To ensure the provision of high quality services to children, young persons and their families, and caregiver families who are involved in the Home Based Care process.
- To ensure that those placement goals established with the child (where appropriate), the child's family, the caregiver family, and the case manager are achieved.
- To ensure that client information, including file notes, reports, and data collection, is maintained in a timely and accurate manner.
- To ensure that practice procedures, as documented in program Referral Guidelines, Practice and Policy Manuals, including Department of Human Services Minimum Out of Home Care Standards are followed.
- To be familiar with and comply with the relevant legislation (Children, Youth and Family Act 2005, Disability Act 2006)

KEY RESPONSIBILITIES

- To develop, implement and manage annual campaign strategies that incorporate and are linked with organizational, local, state and National campaigns
- To play a lead role in the planning and facilitation of information nights and education sessions (pre-service). This would also include the coordination of pre-service assessment documentation of prospective carers
- To play a lead role in post accreditation training of carers, determining training needs & well as implementation and evaluation of training needs
- To develop specific recruitment strategies for individual children where required
- To prepare monthly reports
- To participate in and prepare for supervision in an active and responsible manner

- To assist in streamlining existing public relations materials and integrate these in line with the standardized Anglicare Victoria home based care training packages
- To coordinate caregiver recognition awards and events and other caregiver related activities as appropriate (both on a local and regional level)
- To be actively involved in matching children with caregiver families, taking into consideration the best interests of the child and capabilities of the caregiver family.
- To liaise between the service user family, caregiver family and the referring worker providing consultation, advice, support, supervision, direction and management regarding the child's placement to maintain a quality service.
- To be actively involved in all functions pertaining to the recruitment, training, and assessment of caregiver families, and provide assessment reports to the Applicant Assessment Committee.
- To maintain accurate and up to date file notes, and provide other reports in relation to placements where necessary; for example, Court, Post Placement and Best Interest Plans.
- To provide case management responsibilities as required.
- To participate as a team member in program, divisional and agency activities, meetings and projects.
- To respond to requests or enquiries from the community and service target groups.
- To participate in a daily duty roster as required.
- To participate in an afterhours on call roster as required.
- To provide statistical and client profile data necessary to fulfill the requirements of the Department of Human Services and Anglicare Victoria
- Other duties as required and as directed by the Team Leader OHC

KEY SELECTION CRITERIA

Essential

1. Relevant tertiary qualifications in social work, psychology, welfare or related discipline and experience
2. Demonstrated case work experience in the community services sector including an understanding of the Department of Human Services with a particular emphasis on the Child Protection function and the ability to develop strong working relationships within the protective services field.
3. Knowledge of theory and intervention strategies regarding the needs of children, young people and families and strategies for change.
4. Demonstrated ability to communicate effectively with a range of people, including clients, caregivers and professional staff.
5. Relevant skills and knowledge of Home Based Care, with a conceptual understanding of the need for placement, likely impacts on children / young people and caregivers. Issues would be communicated to prospective caregivers via a number of approaches which will maximize recruitment to the service
6. Excellent communication skills related to engaging with a wide range of people, including caregivers, professional staff, media outlets and community organizations
7. Computer / Word Processing skills – working knowledge of Publisher, PowerPoint, Excel and Access computer programs
8. Demonstrated ability to devise and implement media campaigns in a creative and professional manner pertinent to the needs of Home Based Care recruitment

9. Organizational and time management skills
10. Capacity to work independently and cooperatively within a team structure
11. High standard of written skills and well developed liaison skills
12. Demonstrated ability to work under pressure and in crisis situations.
13. Demonstrated ability to provide and record supervision to carers in line with Department of Health and Human Services Out of Home Care standards.

Desirable skills, knowledge, and experience

1. Sensitivity to issues of confidentiality, gender, cultural diversity, disability, age and sexuality in dealing with a wide variety of client groups
2. Sensitivity to, and awareness of, social demographics and community services within the region
3. Ability to work in a collegiate and effective way with staff and foster families
4. An ability to adapt to changing program requirements
5. Maturity and flexibility in working with complex individual and family needs
6. Ability to produce creative responses to the recruitment needs of home based care, to media and the community at large
7. Knowledge of the relevant legislation (Children, Youth and Families act 2005, Disability Act, 2006) and providing culturally appropriate practice.
8. Demonstrated ability to take initiative, responsibility, work autonomously and within a team structure.

TERMS AND CONDITIONS

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 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 must provide a Working with Children Check prior to commencement.
- A current Victorian Driver's licence is essential.
- Anglicare Victoria is a member of HESTA (Health Employees Superannuation Trust). At present, we contribute 9.5% of ordinary time earnings to this fund. Staff may elect to choose their own superannuation fund.