



## POSITION DESCRIPTION

<b>Position:</b>	Case Manager Home Based Care	
<b>Program:</b>	Home Based Care	
<b>Classification:</b>	SCHADS Award Level 5 (Social Worker Class 2) (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)	
<b>Hours:</b>	Part Time	Hours per week 30.4
<b>Duration:</b>	Fixed Term	Fixed Term end date: 30/04/2018
<b>Location:</b>	Preston	
<b>Accountability:</b>	This position is directly accountable to the Team Leader HBC Preston	
<b>Date:</b>	September 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 employees continue to develop their cultural competence so as to maximise opportunities and improved outcomes for Aboriginal and Torres Strait Islander peoples.

## OVERVIEW OF PROGRAM

The primary focus for the programs comprising Home Based Care is to support and maintain placements for children who are placed outside their families of origin

## POSITION OBJECTIVES

- 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 Health and 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 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 functions pertaining to the training, and assessment of caregiver families, and provide assessment reports to the Carer Review and Accreditation Panel.
- 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 prepare reports and submissions and complete projects as required by the Team Leader or Senior Caseworker.
- 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 fulfil the requirements of the Department of Health and Human Services and Anglicare Victoria
- Other duties as required and as directed by the Team Leader or Senior Caseworker Home Based Care

### **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.

## **KEY SELECTION CRITERIA**

### **Essential**

A relevant tertiary qualification in Social Work, Psychology, Early Childhood Specialist and/or related behavioural sciences at degree level with substantial experience; or associate diploma level with substantial experience in the relevant service stream, or less formal qualifications with specialised skills sufficient to perform at this level.

- Demonstrated case work experience in Foster Care, Family Services or within the community services sector including assessment intervention strategies.
- Demonstrated 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.
- Knowledge of the relevant legislation (Children, Youth and Families Act 2005, Disability Act 2006)
- Knowledge of theory regarding the needs of children, young people and families and strategies for change.
- Demonstrated ability to devise, utilise and implement a range of casework and assessment intervention strategies.
- Demonstrated ability to communicate effectively with a range of people, including clients, caregivers and professional staff.
- Good Computer Skills. Willingness to learn and apply specialist applications relevant to the position.
- High standard of written skills, including demonstrated experience in preparing analytical and evidence based reports.
- Organisational and time management skills
- Demonstrated ability to work under pressure and in crisis situations.
- Demonstrated ability to take initiative, responsibility, and work autonomously within a team structure.

### **Desirable skills, knowledge, and experience**

- Knowledge and understanding of the Home Based Care service network, with a particular emphasis on the Norther Metropolitan area or the demonstrated ability to develop the necessary knowledge and understanding in a timely manner.
- Knowledge of needs and services in the region or the demonstrated ability to acquire the knowledge in a timely manner.
- A non-judgmental approach to people with a commitment to social justice principles.
- An innovative and flexible approach to work.
- Positive, enthusiastic and constructive manner.
- An empathy with Anglicare Victoria's Mission and values.

### **ADDITIONAL INFORMATION**

- 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, a current Driver's License and an Employment Working with Children Check prior to commencement.