# KINSHIP CARE CASE MANAGER POSITION DESCRIPTION

## WESTERN KINSHIP CARE

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**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

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| **Position** | Kinship Care Case Manager |
| **Program** | Western Kinship Care |
| **Classification** | SCHADS Award Level 5 (Social Worker Class 2)<br>(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 hours |
| **Duration** | Fixed Term |
| **Fixed term end date** | 30/6/2019 |
| **Location** | Yarraville |
| **Reporting Relationship** | This position reports directly to Team Leader, Western Kinship Care |
| **Effective date** | April 2018 |

## Overview of program

Kinship care is defined as care that is provided by relatives or a member of a child's social network when a child cannot live with their parents. Anglicare Victoria has been providing Kinship Care services since 2010 when the program model was first developed and funded by the Department of Health and Human Services. The program provides assessment, case management and support to children and young people in kinship arrangements and aims to ensure their ongoing safety, stability and developmental needs are met.

The program provides a range of support services including Contracted Case Management, First Supports (assessment and family services) and Information and Advice.

## Position Objectives

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| **1.** | To ensure that the kinship care placements arranged for the most vulnerable children as a result of child protection involvement are effectively established, supported and monitored to ensure that they meet each child's ongoing safety, stability and developmental needs. |
| **2.** | To effectively harness the capacity of extended family networks and informal supports to provide the best possible kinship care arrangement for children, unable to live with their own parents. |
| **3.** | To provide a flexible and responsive assistance to kinship carers that includes providing education, monitoring and support. |

## Key responsibilities

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

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| **1.** | Longer term contracted case management of kinship care placements, including, where appropriate, completion of Permanent Care assessments. |
| **2.** | Assessment, needs identification and support for newly established kinship care placements. |
| **3.** | Work closely with kinship carers to provide support and supervision and to resolve any issues impacting on the carer's capacity to meet the child's ongoing safety, stability and developmental needs. |
| **4.** | Establish and maintain effective multidisciplinary care teams for each child in care. |
| **5.** | Work in line with Department of Health and Human Services Standards and program requirements. |
| **6.** | Provision of information and advice services including, but not limited to, facilitation of groups, answering phone enquiries and providing information about kinship support services. |
| **7.** | Maintain accurate and complete client records and statistics. |
| **8.** | To have the capacity to work flexible hours – some evening work will be required. |
| **9.** | To perform other duties/tasks as appropriate to the position. |

# 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).

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|  | 1. A relevant tertiary qualification in Social Work, Psychology, Youth Work 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 |
| | 2. Resilience to work with and support clients who have been exposed to trauma. |
| | 3. Experience in providing assessment, support and case management within complex family circumstances. |
| | 4. Ability to work collaboratively with team members, other professionals and stakeholders to achieve positive outcomes for children and young people in kinship placements. |
| | 5. Well developed engagement skills and an understanding of the issues faced by kinship carers and the children/young people in their care. |

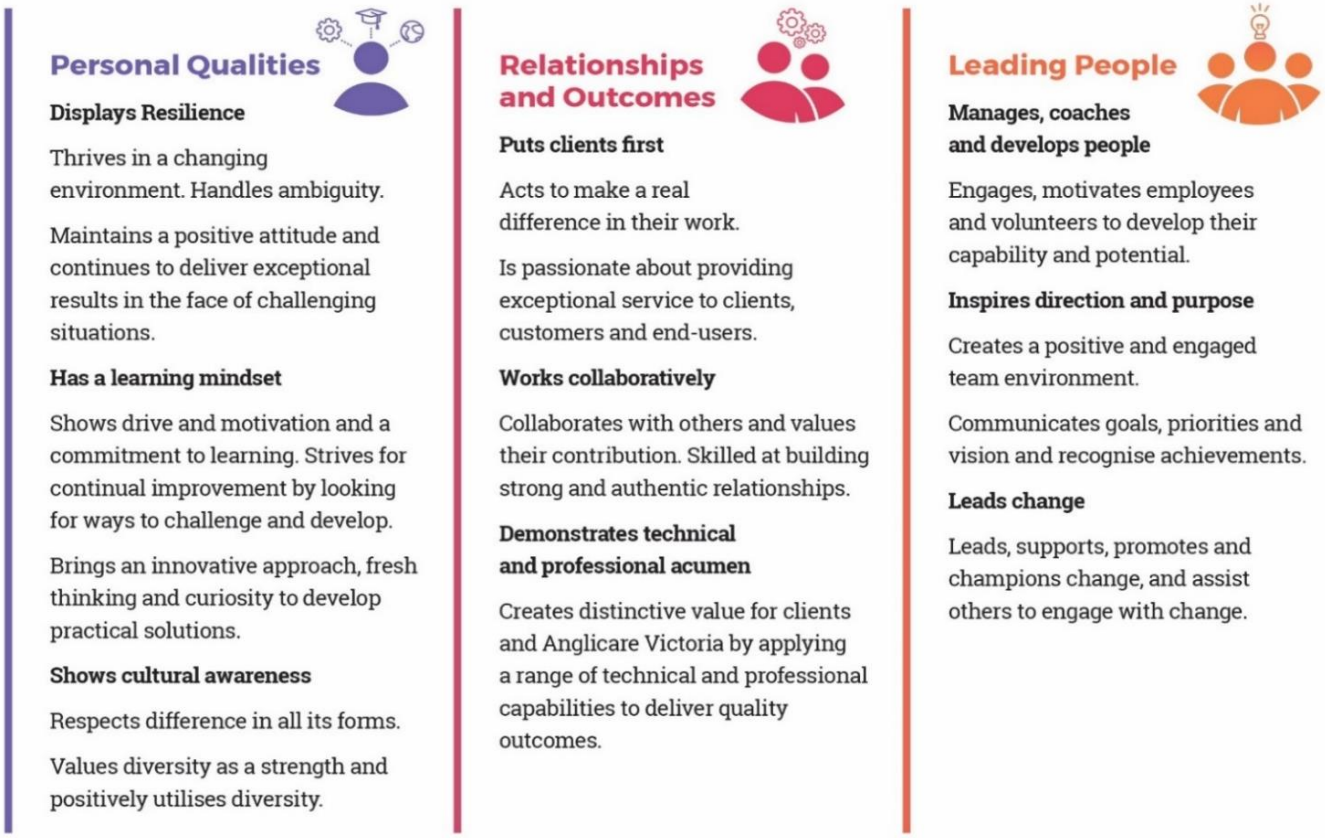
# Key Selection Criteria (continued)

### b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the two capability groups; **Personal Qualities and Relationship and Outcomes** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.



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

## Acceptance of Position Description requirements

To be signed upon appointment

**Employee**

Name: _____

Signature: _____

Date: _____