



POSITION DESCRIPTION

Position: Case Manager Foster Care

Program: Home Based Care Program

Classification: 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)

Hours: Full Time Hours per week: 38

Duration: Ongoing Fixed Term end date:

Location: Yarraville

Accountability: This position is directly accountable to the Team Leader Home Based Care

Date: October 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 foster care program is an integral part of Anglicare Victoria's Home Based Care service for children and young people requiring alternative family care in the Melbourne Western region. The regionalised Western Home Based Care Intake service will be delivered from Yarraville in conjunction with the foster care program operating from the same office.

POSITION OBJECTIVES

To provide effective and targeted out of home care placements and support for children referred to the program, as well as their families.

This position would be required to work at the Yarraville office as part of the Home Based Care team.

KEY RESPONSIBILITIES

- Provide direct casework to children, natural families and caregivers.
- Undertake case management responsibilities as required.
- Undertake casework requirements including matching children with appropriate caregivers.
- Provision of support and supervision of carers.
- Facilitate contact between children and their families.
- Liaise with external agencies and professionals.
- Participate in the training, assessment of new carers and periodic review of accredited caregivers.
- Be responsible for specific portfolio areas within the program as determined by the Team Leader.
- Participate in the afterhour's roster and on-call/ duty roster.
- When appropriate, represent the program at external forums/meetings.
- Participate in regular supervision, Home Based Care team meetings and activities and professional development training.
- Maintain regular and relevant case files and statistical records, including written reports on the progress of the children and families in the program.
- Participate in staff meetings, relevant local, regional or statewide forums and/or committees as required.
- Other duties as may be directed by the Team Leader or Manager.

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

1. Relevant Tertiary qualification in social work, psychology, welfare, or related discipline and experience, and demonstrated competence to perform the key responsibilities listed above.
2. Demonstrated experience in the provision of casework in working with children and young people, complex family and systemic circumstances where multiple service providers may be involved.
3. Highly developed organisational skills and capacity to prioritise competing demands.
4. Thorough understanding of the issues relating to the placement of children in alternate family care – including permanency planning principles and their applicability to children in Home Based Care.
5. Working knowledge of the principles and theory of child protection, and how the legislative framework governs practice and primary approaches to intervention with families including the guidelines for the Investigating of allegations against home based caregivers.
6. Knowledge of, and capacity to apply, theories of child attachment, child development, trauma, resilience and abuse which can be appropriately utilised in case work context.
7. Highly developed verbal and written communication skills.
8. Effective conflict resolution skills, including the ability to appropriately balance competing demands and interests of key stakeholders such as clients, carers, DHS and community organisations.
9. Proven negotiation, mediation and decision making skills.
10. Working knowledge of the local and regional service network is considered advantageous.
11. Knowledge of relevant legislation.
12. Computer literacy, knowledge or use of CRIS and CRISSP and LAC (Looking After Children) is an advantage.

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. Commitment to the mission and values of Anglicare Victoria.

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.
- Anglicare Victoria requires that staff to commit to continue to develop their cultural competence
- Anglicare Victoria is committed towards equal opportunity and improved outcomes for Aboriginal peoples
- Anglicare Victoria is committed to developing an official Reconciliation Action Plan that bears the Reconciliation Action Trademark.