

OUT OF HOME CARE CASE SUPPORT POSITION DESCRIPTION

ST LUKE'S 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 Support Worker
Program	Out of Home Care
Classification	SCHADS Level 4 Paypoint 1 (SW1Y4)
Hours	Part Time
Hours per week	22.8 hours per week
Duration	Fixed Term
Fixed term end date	30 th June 2021
Location	St Luke's Region, Hargreaves Street, Bendigo (including regional travel)
Reporting Relationship	This position reports directly to the Team Leader
Effective date	November 2021

Overview of program

This program is funded by the Department of Families Fairness and Housing (DFFH) to provide monitoring and support to Out of Home Care placements arranged for the most vulnerable children as a result of Child Protection involvement and to ensure the ongoing safety, stability and developmental needs are met. These services include timely assessments, identification of needs, referrals, care team meeting facilitation, supervision of contact, case contracting services.

Position Objectives

1.	Provide case support to staff and newly established and ongoing Out of Home Care placements.
2.	Provide assistance and feedback to Out of Home Care workers and Team Leaders regarding child and carer progress towards best interests statutory case planning and reviews.
3.	Work with families of origin and a range of other professionals to ensure children are supported in placement.

Key responsibilities

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


1.	Providing placement support to children/young people within the Out of Home Care program, their caregivers and parents through regular phone calls, home visits and meetings.
2.	Facilitating contact with the child/young person's family/extended family/community and to support reunification of children with their families wherever possible.
3.	Ensuring all children/young people in care have Looking After Children (LAC) records that are up to date and ongoing for the time they are in care.
4.	Writing notes, maintaining client paper file records and assisting with general office based tasks as directed including general typing, filing and administration support.
5.	Supporting Out of Home Care case managers to ensure that children's physical, emotional and social needs are met whilst residing in care, through collaborative planning processes, and facilitate and/or involvement in regular Care Teams.
6.	Encouraging and developing positive working relationships with external organisations including the Department of Families Fairness and Housing, Indigenous Services and a range of Allied Health Professionals.
7.	Participate in team meetings which consider continued program improvements, collaborative practice and skill development.
8.	Other duties as requested by the Team Leader or program manager.

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>	1. A relevant tertiary qualification in Social Work, Psychology, Early Childhood Specialist and/or related behavioural sciences at degree level; or associate diploma level, or less formal qualification with specialised skills sufficient to perform at this level.
	2. Resilience to work with and support clients who have been exposed to trauma, violence or neglect.
	3. Ability to provide practical, flexible and respectful support as part of a plan for assisting families.
	4. A working knowledge of Child Protection legislation and practice in Victoria would be desirable.
	5. Well-developed communication skills both verbal and written.
	6. Ability to work collaboratively with external organisations.

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 three nominated capability groups; **Personal Qualities**, **Relationship and Outcomes**, and **Leading People** (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.

Personal Qualities



Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

Relationships and Outcomes



Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

Leading People



Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.

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 recognizes 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: _____