**JOB DESCRIPTION**

Casework Support Permanency Support Program (PSP)

# **ABOUT UNITING**

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

# **ABOUT THE ROLE**

**Role Purpose**

The Permanency Support Program (PSP) aims to give every child/young person a loving home, whether that be with parents, family, extended family, guardianship, adoption or in quality long term care. We provide culturally supported placement options for children and young people 0-18 years of age. PSP also provides a ‘light touch’ Aftercare service for young people 18-25 years who have left foster care.

This role is responsible for assisting the casework team with some aspects of case management to achieve and permanency outcomes when a child or young person enters Uniting’s care.

The Casework Support role may be a pathway and development opportunity to a Caseworker role.

# ROLE KEY ACCOUNTABILITIES

* Be an integral team player in case management and planning of tasks to further case plan goals of adoption, restoration and guardianship, including supporting collaboration between all stakeholders.
* Support the casework team to promote holistic collaborative relationships between carer and parents that holds the needs of the child or young person at the centre.
* Support the Casework team in delivering services to children and young people to achieve their goals as part of a case plan.
* In your daily work, ensure you value the voices of children and young people to have a say in decisions that affect them and their futures.
* Actively use knowledge and resource platforms such as Sharepoint and engage and participate in the Uniting Continuous Conversations development framework and clinical supervision sessions so as to enable ongoing learning and development.
* Contribute to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

**As the Caseworker Support in PSP, your role specifically will:**

* Collaborate with Caseworkers to assist children and young people to maintain links with family and significant people.
* Participate as a secondary worker as required to support caseworkers in home visits and other meetings.
* Participate in team meetings, consultations and supervision sessions as required.
* Participate and comply with all quality management systems and incident reporting processes
* Perform all tasks related to correct record keeping in a timely and appropriate manner, including case notes and relevant child or carer related documentation in in-house and government IT systems.
* Ensure that engagement with external parties lives out Uniting’s values.
* Maintain a high standard of conduct and work performance to promote our reputation with key internal and external stakeholders.
* Follow appropriate policy and procedure and provide safe transportation for children and young people to family visits as required.
* Assist family members during supervised visits to ensure child safety and facilitation of quality family time.
* For children or young with a restoration permanency goal observe parenting interactions and facilitate effective parenting and child parent relationships as per Family Action Plans and case plans.
* Ensure the environment and structure of all family time visits meets the ongoing safety needs of the children in your care, immediately take appropriate action if at any time the safety of the child/children is at risk.
* Work flexible hours including weekends to ensure family time visits meet the needs of children, carers, birth families and relevant court orders.
* Receive instruction from time to time on working towards a contemporary, permanency and restoration focused PSP Practice Framework.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal\*** |  |
| PSP Manager | * Receive instructions from time to time, keep informed
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| PSP Coordinator | * Receive instructions, keep informed and advise
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| PSP Caseworker team | * Collaborate with on about decisions regarding how each person’s role contributes towards the PSP outcomes
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| Carer Engagement Support Team  | * Work collaboratively with the team
* Ensure proactive information exchange
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| Practice Lead, CYF | * Receive instruction or coaching from time to time on working towards a contemporary, permanency and restoration focused PSP Practice
 |
| **External**  |  |
| Birth families | * Provide respectful, safe and values driven support
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| Community Partners/Care and Service Providers | * Maintain relationships with local NSW Department of Community and Justice representatives to ensure the PSP programs are able to achieve the best possible outcomes for children and young people.
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**Role Dimensions**

**Reporting line**

* This role reports to the PSP Coordinator (casework).

**Direct reports**

* Nil

**Essential requirements**

* Tertiary qualifications (Diploma minimum) and/ or equivalent sector experience
* Current NSW drivers licence
* Demonstrated understanding of child protection issues and the ability to identify them
* Demonstrated commitment to creating and maintaining an environment where the voice of the young person is heard and valued
* Comply with NSW Working with Children Check and National Police History Check requirements
* Computer literacy including a sound understanding of Microsoft Office platforms and client management systems

**Even better**

* Understanding of the Permanency Support Program (PSP) and its guiding principles including a commitment to family finding, restoration and permanency.
* Willing to learn and further own experience in restoration practices and the Structured Decision Making (SDM) model.

**Capabilities for the role**

| Your Key Capabilities |
| --- |
| **Capability**  | **Proficient performance looks like** | **Highly proficient performance looks like** |
| **People** Develop and foster productive relationships  | * Set a positive example for others to follow
* Raise and work through challenging issues in a timely way
 | * Promote and support a PSP culture of achievement and acknowledge the input of others
* Demonstrates flexibility and is able to adapt to changing situations
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| **Communication** CommunicateEffectively | * Actively listens to others
* Acknowledges and respects culturally affirmative communication
 | * Share information to effectively deliver holistic and coordinated responses
* Clearly articulates both written and verbal communication
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| **Relationships**Work Collaboratively  | * Work towards positive and mutually satisfactory outcomes
* Collaboratively works within a team to achieve intended goal
 | * Finds opportunities to co-operate with internal and external parties to improve outcomes
* Encourage and supports a respectful culture through engagement and participation in a team environment
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| **Results**Delivers on intended outcomes | * Be willing to seek out input from others and share own ideas to achieve best outcomes
 | * Take responsibility for delivering on intended outcomes
* Identify issues that may hinder completion of tasks and find appropriate solutions
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| **Safety** Committed to a safe and healthy work environment  | * Considers the care and wellbeing of others, including their emotional, mental, physical and cultural safety
* Understand and work within all incident reporting obligations
 | * Proactively holds duty of care for practice, practitioners and client safety and wellbeing
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| Practice Specific CapabilitiesPractice specific capabilities focus on reflective practice to ensure quality decisions in complex service delivery situations and promote continuous improvement  |
| **Capability**  | **Proficient performance looks like** | **Highly proficient performance looks like** |
| **Person centred** Elicit the child/young person’s voice  | * Demonstrate a high level of integrity and ethical conduct
* Create opportunities for children and young people to tell their stories and share their opinions
 | * Communicate and act in ways that reflect a Strengths-based practice
* Challenge situations where others voices are substituted for those of children and young people
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