**Case Manager Foster Care POSITION DESCRIPTION**

**HOME BASED CARE**

**EASTERN 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.

At Anglicare Victoria we care about our employees in the same way that we care about our clients. We support and encourage our employees with a wide range of professional and personal opportunities to strengthen their overall well-being.

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.

**Position details**

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| **Position** | Case Manager |
| **Program** | Foster Care |
| **Classification** | SCHADS Award Level 5 (Social Worker Class 2) |
| **Hours** | Part Time |
| **Hours per week** | 22.8 |
| **Duration** | Fixed Term |
| **Fixed term end date** | 13/01/2023 |
| **Location** | Based at Lilydale and working across various locations in the  DFFH Eastern Region |
| **Reporting**  **Relationship** | This position reports directly to the Team Leader Foster Care and the Program Manager Home Based Care |
| **Effective date** | July 2022 |

**Overview of program**

The Foster Care program consists of the *Circle* program and the *TrACK* program. The major emphasis of Foster Care is the provision of high quality care based on a the impact of trauma on child development

The Circle program is delivered jointly with the Australian Childhood Foundation and the Department of Health and Human Services. The major focus of this program is the provision of a therapeutic environment in all interactions. This will be achieved by an inclusive care team approach, provision of specialised therapeutic support to carers and specialized carer training.

TrACK (Treatment and Care for Kids), is also delivered in partnership with the Australian Childhood Foundation and the Department of Human Services. TrACK using the same approach as the Circle program and provides long term home based care for children who have experienced trauma and abuse and are presenting with complex and challenging behaviours which exclude them from general foster care.

**Position Objectives**

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|  | The role of the Case Manager is to provide leadership and be an active member of the care team for each child placed in the program |
|  | This role is primarily responsible to provide support and advise to clients and carers, to implement the client’s case plan and, together with the therapeutic service provider, developing a trauma informed response plan |
|  | The Case Manager will work in partnership with the therapeutic service provider (Australian Childhood Foundation) and other care team members to ensure the development of a therapeutically oriented, culturally appropriate care and placement plan for each child |

**Key responsibilities**

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

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|  | Contribute to the care team in supporting the child’s placement in care including developing, implementing and reviewing care planning using the’ Looking After Children’ framework, and the provision of responsive case work services. |
|  | Provide **case management and placement support** functions in line with the case plan for children / young people, including: maintaining case records; coordinating with and reporting to the Department of Health and Human Services in relation to service issues, referrals, case contracting, case reviews |
|  | Develop effective strategies to **support foster carers** and to counteract the impact of abuse related trauma on the behaviour, functioning and emotional state of children and young people in home based care. . Provide formal and informal supervision of caregivers in order to sustain healthy, therapeutic placements for the child / young person in their care. |
|  | Maintain regular and relevant case files and statistical records, including written reports on the progress of the children and families in the program |

**Key Selection Criteria**

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| C:\Users\David.Sandison\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\GIF9U7N8\RoleSpecific_icon.jpg | 1. 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 |
| 1. Resilience to work therapeutically with and support clients who have been exposed to trauma, with adaptability, receptiveness to new ideas, and a willingness to step outside of ‘the way things are usually done’. |
| 1. Ability to case manage and respond creatively to the needs of children and young people from a variety of backgrounds and with a range of challenging behaviours. |
| 1. Ability to lead and facilitate multi-disciplinary care teams in order to develop and implement support plans for children and young people in out of home care, amidst a range of competing demands. |
|  | 1. Ability to support families, and carers, respectfully introduce new parenting strategies, model therapeutic responses to challenging behaviours. |

**Child Safety**

AV is committed to protecting children and young people from all forms of harm and abuse. As an employee you are required to report any concerns raised by, or on behalf of, children and young people in accordance with mandatory reporting, reportable conduct and incident management procedures. Everyone at AV has a role to play in keeping children and young people safe.

**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 and an Employment Working with Children Check prior to commencement.
* A current Victorian Driver’s license is essential.
* In line with Anglicare Victoria’s Covid 19 Vaccination Policy all staff, students and volunteers are required to provide evidence of full vaccination against Covid-19 or provide a valid medical exemption. This requirement may be amended from time to time in line with Anglicare Victoria Policy or as directed by Chief Health Officer.

**Acceptance of Position Description requirements**

To be signed upon appointment

**Employee**

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| Name: |  |
| Signature: |  |
| Date: |  |