
About Us

Anglicare Victoria works with children, young people, individuals, and families. We prevent harm and empower people to overcome challenges and achieve their full potential.

We believe in families and know that with access to the right support every family can grow and achieve their goals.

We work with families towards positive change. Whether it be a helping hand in a time of crisis or providing longer-term support and care. We partner with local communities, the private and public sectors, and our donors to deliver better results.

Supporting tens of thousands of Victorians every year, our 2000+ staff and volunteers operate from more than 90 sites across the state, as well as delivering assistance online, at home and in the community. We are Victoria's largest provider of Out of Home Care and Family Services, and one of Australia's most innovative agencies in working with vulnerable children youth and families.

Out of Home Care

As the state's leading provider of out-of-home care services for children and young people aged 0-18, we provide support to children and young people unable to live with their families, and ensure they are safe and nurtured in their out of home care placements. AV provides a full continuum of out of home care services, including foster, kinship and permanent care, and specialized models such as therapeutic foster care and the Loddon Care Hub. Components of the service include recruitment, assessment and support of caregivers, working with the families of children in placement to support reunification and ongoing family connection, grief and loss work, case management and fulfilling statutory obligations. We support more than 1500 children and young people in care each year. We also aim to support the reunification of families and to keep children connected to their parents, community and identity. Our programs are developed to improve the outcomes for children and young people, as well as the delivery of support through place based and community support, strengthening connection to community supports for the child, young person and their family, in addition to supervision and development of carers.

Position Specifications

The below outlines some specifics about the position:

Service Stream/Function:	Out of Home Care
Program:	Care Hub, Out of Home Care, Foster Care, Kinship Care etc
Reports To:	Team Leader or Similar
Direct Reports:	N/A
Internal Stakeholders:	All employees and managers
External Stakeholders:	Children, Young People, Families, Government Departments, Partner Organisations, Service Providers, Contractors, Community Services
Classification:	SCHADS Level 5

About You (Key Selection Criteria)

Qualifications/Licences

Required:

- Diploma in Youth Work, Social Work, Outdoor Education, Sports and Recreation, Community Services or equivalent. OR Certificate IV in Child, Youth and Family Intervention (Residential and Out of Home Care).
- Victorian Drivers Licence.

Desirable:

Knowledge and skills

- Experienced in case management using client focused competency based/solution focused approaches.
- Demonstrated ability to conduct comprehensive safety and wellbeing assessments and work within the Best Interests Principles as outlined within the Children, Youth and Families Act 2005.
- Significant experience and competence in working with young people to set goals and achieve changes, through linking into community and resources.
- Demonstrated knowledge of child and adolescent development, abuse and trauma theories and their link to service delivery.
- Experienced in working directly with young people to build their social, emotional and life skills.
- Experience in working with young people living with complex trauma, mental health, disability and substance abuse and with a demonstrated ability to make a positive difference.
- Experience providing tailored community engagement support to meet individual needs.
- Strong interpersonal and communication skills, with the ability to develop effective partnership and working relationships with internal and external stakeholders and services.
- Understanding the community's culture diversity and ability to practice with cultural competency and safety.

Personal Qualities

- **Initiative and responsibility:** identify and share ideas for improvement with the team to increase effectiveness of how we work collectively and individually and take responsibility for own work and actions.
- **Drive and commitment:** ability to lead with best practice and set a high standard; motivated and positive approach to new challenges.
- **Teamwork and collaboration:** ability to support and promote a positive team culture of collaboration, inclusiveness, and respect.
- **Resilience:** the ability to maintain best practice while working under challenging circumstances such as working with those exposed to significant trauma.
- **Self-Development:** the desire to continually develop, inquire and learn through on-the-job experiences, exposure through participating in events, mentoring and education.

Your Contribution (responsibilities)

The key contributions in the role are outlined below:

Role Specific

- Working within a multi-disciplinary team to support children and young people with complex trauma to reunify or stabilise care arrangements inclusive of family, kinship care, home based care, or independent living arrangements.
- Undertake regular risk and needs assessment utilising the Best Interests Framework, MARAM and other contemporary frameworks and theories to consider the safety, stability, wellbeing of children and young people in their placement and/or family home.
- Actively engage (including outreach visits outside of normal business hours) children, young people and families, including those who may be resistant by being flexible, responsive, strengths focused and creative.
- Work closely with the multi-disciplinary team/partners, care team members and external agencies to promote engagement and achieve positive outcomes for young people in line with their Program case plan requirements including Aboriginal services to ensure cultural safety in our practice; strengthening outcomes for aboriginal children and young people.
- Work with children and young people to support community connection and inclusion, including engagement, exploring strengths, interests, aspirations and setting goals.
- Support reunification activities, community engagement and connection, with a focus on placement stabilisation as the goal.
- On a weekly basis work with each young person coaching and mentoring to support young people in building practical life skills and community connections that promote opportunities for employment, education, housing and social participation.
- Support young people to be at the centre of all the decisions, goals and planning.
- Research and develop links to a suite of community resources that enhance opportunities for young people and build the capacity of young people and members of their care team to engage with these resources.
- Take a lead role in identifying and creating pathways to community resources that will enhance opportunities for young people.
- Support and encourage young people to become connected to groups and community activities in accordance with the young person's interests.
- Contribute to the development and maintenance of a safe, secure and planned environment where in young people's developmental needs are met.
- Advocate for the young people in our care in a Professional manner with key stakeholders to support positive outcomes.
- Accurately update and maintain client information, in accordance with Departmental guidelines, program guidelines and Anglicare Victoria privacy and confidentiality policies. Complete incident reports and associated follow-up within Anglicare Victoria's risk management and reporting frameworks and timelines.
- Pro-actively participate in team meetings, supervision and the development of an effective program and positive team culture, working closely with all members of the multi-disciplinary team.

General

- Ensure familiarity and compliance with all governance, policies, and procedures.
- Adhere to all legislation, program requirements and relevant procedures relating to service provision.
- Undertake mandatory training within the required timelines. Participate in other training and development opportunities to ensure all necessary qualifications, skills, certificates, and clearances are obtained to meet the position requirements.
- Maintain appropriate and accurate case notes, records, reports and data-input, in line with the service area and function/position requirements.
- Attend client meetings, team meetings, workshops, and conferences, as required.
- Ensure privacy and confidentiality is always upheld.
- Professionally represent AV and our services at forums, meetings, and training with external agencies.
- Contribute to the development of continuous improvement and initiative strategies.
- Embrace and use new ways of working to enhance collaboration, effectiveness, and outcomes.
- Individuals may be required to undertake reasonable travel, as part of their position or duties.

It is an inherent requirement of the position to have (and commit to providing) **some** flexibility to perform work outside of standard office hours to service the needs of the client. By accepting this position, you commit to working within the parameters of such flexible hours.

Our Commitment to Health, Safety & Wellbeing

AV is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

All AV employees, contractors and volunteers are required to:

- take reasonable care for themselves and others who may be affected by their acts or omissions
- contribute to, and be involved in, the organisation's ongoing management of health and safety activities, including consultation
- follow all workplace health and safety policies and procedures implemented
- participate in relevant health and safety training and inductions based on roles and responsibilities.

Our Commitment to Inclusion

AV strives to be an inclusive, safe and responsive organisation that promotes diversity and actively supports inclusion for people and communities identifying as, but not limited to Aboriginal and Torres Strait Islander, LGBTIQ+, people with disabilities, people from diverse cultural, racial and linguistic backgrounds, people of all ages, people with caring responsibilities, and people with diverse religious beliefs or affiliations and people with lived/living experience of services similar to those delivered by AV.

All AV employees, contractors and volunteers are required to:

- take reasonable care to respect differences, to foster a workplace that is safe, healthy, positive, supportive, and free from all forms of harassment, bullying and discrimination.
- undertake all interactions with clients, families and co-workers in a culturally sensitive manner and take appropriate account of cultural, racial and linguistic diversity.
- address any unacceptable behaviour witnessed or experienced within the workplace directly with the individual/s responsible, if safe to do so or report to a relevant Supervisor or Manager.

- participate in and contribute to training, events and learning opportunities to celebrate differences, increase awareness and understanding of diversity, equity, and inclusion; and
- raise concerns and or complaints in a constructive manner, including identifying possible solutions.

Our Commitment to 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.

Employment Screening and Required Certificates

Anglicare Victoria conducts safety screening practices for all preferred applicants. Safety screening must be satisfied prior to formal offers of employment being made and must be kept current to ensure ongoing employment. These include but are not limited to:

- an Australian Criminal History Check,
- an International Criminal History Check for those who have lived outside of Australia for longer than 12 months within the last ten years,
- a Current Employee Working with Children Check.

The responsibilities listed within this document have been identified as the primary functions of the position. Additional responsibilities not listed may be required; these may change from time to time to reflect the needs of our clients and the service but will remain at the same level of responsibility aligned to this position.