

Position Description

This includes

Title	Project Worker, Critical Incident Management System (CIMS)
Business unit	Child, Youth & Family (Kinship Care)
Location	648 High Street Reservoir VIC 3130
Employment type	Part Time (45.6 hours per fortnight), Maximum until 13 December 2024
Reports to	Senior Manager Care & Placement Prevention

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We’ve been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We’re there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We’re proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia’s First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

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

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

Uniting Kinship Care Program North provides case contracted case management services for or children and young people aged 10-17 years living in kinship placements arranged by Department of Families, Fairness and Housing (DFFH). The program aims to support and monitor placement quality and stability, enabling children and young people to thrive.

Critical Incident Management System (CIMS) is the DFFH incident reporting system that focuses on the safety and wellbeing of children and young people in kinship care by outlining the approach and key actions service providers are required to undertake to manage client incidents.

This role will be responsible for completing CIMS case reviews and to provide support to the Senior Manager and Team Leaders in completing CIMS processes and internal investigations.

2. Scope

Position Description

CIMS Kinship Project Worker North

Budget: nil

People: nil

3. Relationships

Internal

- Senior Manager
- Kinship Team Leaders
- Kinship Care teams
- Uniting Investigations & Safeguarding Team

External

- DFFH Child Protection
- CIMS Statewide Safeguarding and Oversight Unit, CIMS DFFH Fitzroy

4. Key responsibility areas

Service delivery

- Undertake Kinship Care case reviews for CIMS Incident Reports in line with DFFH guidelines including *The Client incident management guide November 2017* and the *Client incident management guide Addendum: out-of-home-care January 2020* and *Client incident management system Policy update 1-2020*.
- Participate in quality of care/incident report screening consultations, planning and review meetings, interviews and panels in consultation with Team Leaders.
- Liaise as needed with Senior Manager Safeguarding and Safeguarding Lead, Quality and Performance regarding current investigations.
- Participate in incident review processes including incident response plans, quality assurance and continuous improvement planning.
- Support the implementation of carer development plans to clearly identify the actions needed to promote practice improvement by carers.
- Complete outstanding case reviews as directed by the Senior Manager.

Administration

- Undertake a range of activities to complete case reviews including interviews with Kinship care staff and carers (when relevant), case file reviews, consults with Child Protection Practitioners/Team Managers.
- Complete all required documentation on CIMS proformas; submit approved case reviews to DFFH in line with requirements.
- Review Investigation status reports and advise Senior Manager of any actions needed.
- In conjunction with the Team Leader complete reporting requirements on RiskMan in relation to quality of care and risk of harm to children and young people.
- Conduct file audits in line with requirements.

Quality and risk

- Advise the Senior Manager of trends through the analysis of client incident information to enhance the quality of service and supports to clients.
- Participate in regular supervision with Senior Manager.
- Participate in relevant meetings, panels and consultations.
- Support and participate in the Agency's continuous quality improvement process.
- Participate in team reflective practice.
- Participate in the development of individual Performance Development Plans.

Position Description

CIMS Kinship Project Worker North

- Ensure the highest quality of service provision through a commitment to organisational values, policy and procedure adherence, and maintenance of positive relationships with key stakeholders.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

5. Performance indicators

- Completion of all outstanding case reviews.
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6. Person specification

Qualifications

- A degree in Social Work, Psychology or a related tertiary qualification relevant to child and family welfare, preferred home-based care.
- Current Victorian Drivers Licence.

Experience

- Minimum 4 years' experience as a practitioner in child, youth and family or care services.
- Demonstrated ability to assess and appropriately respond to risk for children and young people.
- Knowledge of applications and principles embodied in relevant legislation including *Children, Youth and Families Act 2005*, Best Interests principles, Aboriginal Child Placement Principle, *Child Wellbeing and Safety Act 2005*, *Reportable Conduct Scheme*.
- Experience in writing case review reports (or similar) in line with CIMS requirements.
- Understanding of continuous improvement processes and implementing quality improvements.

Position Description

CIMS Kinship Project Worker North

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- **Leadership:** Proven capacity to model authentic leadership qualities as a supervisor and practitioner
- **Communication:** Excellent written and verbal communication skills.
- **Computer Literacy:** Intermediate to advanced Computer literacy using suite of Microsoft products
- **Interpersonal:** Highly developed adaptive interpersonal communication skills including the ability to engage and empower others.
- **Time Management:** Ability to be self-reliant, motivated and accountable in managing multiple tasks and meeting timelines and targets.
- **Teamwork:** Commitment and ability to work independently and as a member of a team.
- **Network/Collaborative practice:** Ability to network and establish sound working relationships with related services, especially other community agencies and Child Protection staff.
- **Case review report writing skills:** Skills and experience in case files reviews/audits and demonstrated capacity to analyse material with a quality lens to assess for continuous improvements actions and program enhancements.
- **Accountability:** Capacity to deliver on the range of required administrative and case work tasks in line with program specifications in required timelines.

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: