

# Position Description

<b>Title</b>	Kinship Care Case Manager
<b>Business unit</b>	Children, Youth and Families
<b>Location</b>	185 Baillie Street, Horsham VIC 3400
<b>Employment type</b>	Full Time, ongoing
<b>Reports to</b>	Team Leader Kinship

## 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

The Case Worker, Kinship Care provides case management and case work services to children/young people residing within Kinship placements and their carers. This will include undertaking carer assessments and the provision of support to children/young people, their families and carers. There will also be an emphasis on ensuring that children/young people and their carers are linked into community-based support services.

In the context of this role, there is an expectation that staff will participate in the ongoing development of case practice, engage and work with families with individual needs and entrenched family patterns and have capacity to develop innovative approaches in working with families, children and young people.

The position is responsible for undertaking daily duties with best practice approach, complying with relevant legislation and reporting any known breaches to the line manager. The person fulfilling this role should understand the nature of risk, such as WHS and client risks, and the importance of complying with service standards and ensuring a service of the highest possible quality.

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## 2. Scope

### Budget:

Nil

### People:

Nil

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## 3. Relationships

### Internal

List key internal relationships that this position has primary and regular day to interaction with

- All Child, Youth and Families staff
- All Uniting workforce
- Uniting Leaders
- Team Leader Kinship

### External

- Kinship Carers
  - Children, young people, and their families
  - Advocates
  - Department of Families Fairness & Housing (DFFH)
  - Schools/ Educational institutions
  - Specialist services/ other professionals
  - Other community service organisations
  - Training organisations and support services for kinship carers
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## 4. Key responsibility areas

### Service delivery

- Provide support and case management services to children and young people to support the achievement of desired outcomes in the context of their individual needs/case plans.
- Support the delivery, development and implementation of case plans, including statutory case plans as required.
- Support the arrangement and management of all aspects of placements for children/young people in Kinship Care.
- Ensure placements have a case plan in place in line with 'Best Interest' principles and Looking After Children (LAC) framework and are reviewed regularly.
- Promote positive relationships in family systems including birth parents, carers, children/young people and extended family and engage the child/young person's family and extended family network in all decision-making processes.
- Ensure health and dental assessments for all children are completed as required and reviewed regularly.
- Facilitate referrals to access appropriate support services where required.
- Build and maintain effective working relationships with key stakeholders, including provision of on-going support to carers to manage issues and changes in placement as they occur. This support may range both regarding intensity and intervention and may include support around complexities in relation to facilitating access and family contact.
- Engage, listen and support children/ young people 0-18 years in Kinship placements to work through any issues build positive relationships and engage in activities to enhance their resilience and self-esteem.

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- Facilitate regular care team meetings and ensure the child and/or young person's needs and views are well represented in these forums and establish student support group meetings which include child/young person, carers, and other significant adults to establish positive connections to the school environment.
- Support young people to develop exit plans, leaving care plans, and to access housing and community support options as required.
- Deliver case management services that meet all relevant performance and outcome indicators to a high level.
- Fulfil program requirements regarding case records, statistics, tracking and other data gathering requirements, including the use and maintenance of records on CRIS/CRISSP.
- Provide reports on progress of program activities including recommendations, i.e., quarterly reporting and submit recommendations to DFFH for actions required.
- Prepare and provide appropriate reports to the DFFH and the Courts as requested for children subject to Children's Court orders.
- Actively work with carers where appropriate towards obtaining a Permanent Care Order (PCO).
- Complete CIMS quality of care reviews, including supporting and in some cases leading the case review and investigation process.
- Attend internal and external meetings and forums as required.
- Provide a culturally sensitive and appropriate service to Aboriginal and Torres Strait Islander children/ young people and their families and children/young people and families from culturally and Linguistically Diverse backgrounds.
- Mentoring Kinship Care staff and task supervision and performance of University students on placement.

#### Teamwork

- Value diversity in teams and support team members.
- Attend and contribute to all team meetings.
- Contribute to creating a positive team environment, support team members, openly share information, and participate and contribute to team discussions respectfully.
- Promote and maintain a positive, respectful, and enthusiastic work environment.
- Ability to work independently and actively as part of a team.
- Display initiative and accountability.
- Prepare for and undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships.
- Attend mandatory and optional trainings, as directed.

#### Communication

- Maintain comprehensive professional case notes, reports, client files and records, including data collection according to program and statutory requirements, ensuring timelines for completion are adequately met.

#### Relationships

- Develop and maintain effective working relationships with key stakeholders including clients, families, community service organisations, relevant professionals, and government agencies.

#### 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.

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- 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

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## 5. Person specification

### Qualifications

- Diploma of Community Welfare Work or related discipline. (Desirable but not essential)
- Current driver's license. (Mandatory)

### Experience

- Experience in the community services sector in a case management role (desirable)
- Previous experience in the child and family welfare field, this experience will be in Child Protection, Out of Home Care, Family Services and/or other services working with vulnerable families and children.
- Knowledge of child protection issues in relation to children 'at risk'.
- Understanding of the frameworks and legislation relevant to children in alternative care.
- A thorough understanding of child development and theories relevant to children/young people placed in care, and up to date knowledge of reforms.
- Demonstrated interest in and ability to work with children and young people.

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Child Safety:** Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- **Teamwork:** willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment, and ability to work as a positive member of a team.
- **Achieves results:** Focused on optimal outcomes for clients, outstanding case management and case work skills, comprehensive assessment skills, and ability to liaise with families, carers, and professionals.
- **Professionalism:** Execute day-to-day activities in a positive, professional, and enthusiastic manner.
- **Culturally aware:** Value diversity.
- **Client focused:** Prioritise needs of clients.
- **Communication:** Excellent verbal and written communication skills.

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## 6. 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

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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.**

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**7. Acknowledgement**

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

**Employee**

Name:

Signature:

Date: