

## CASE MANAGER

# KINSHIP CARE AND TARGETED CARE PACKAGES (TCP) PROGRAM NORTH CENTRAL 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.

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.

**So come and join us at Anglicare Victoria where there is a rewarding career ready for you** in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



## Position details

<b>Position</b>	Targeted Care Packages Key Worker
<b>Program</b>	Out of Home Care Targeted Care Packages
<b>Classification</b>	SCHADS Award Level 5 (Social Worker Class 2)
<b>Hours</b>	Full Time
<b>Hours per week</b>	38
<b>Duration</b>	Fixed Term
<b>Fixed term end date</b>	October 2022
<b>Location</b>	Bendigo - the incumbent will be expected to work at key service sites in the North Central Region
<b>Reporting Relationship</b>	This position reports directly to the program Team Leader
<b>Effective date</b>	October 2021

## Overview of program

Anglicare Victoria's Kinship Care program is funded by the Department of Families, Fairness and Housing (DFFH) to provide monitoring and support to kinship care placements arranged for the most vulnerable children as a result of child protection involvement. The program ensures the ongoing safety, stability and developmental needs of children and young people are met.

The program provides services including: timely assessments; identification of needs; referrals; access to family services, and flexible brokerage through the First Supports program and case contracting services. The program also supports the development and implementation of the Targeted Care Packages (TCP) program. A specific focus of this role will be to support the development and implementation of TCP's and to ensure the needs of the child or young person are met within the placement setting.

## Position Objectives

1.	Provide direct service delivery with a particular focus on complex case work.
2.	Provide case management to children placed in Kinship Care and Home Base Care subject to Targeted Care Packages through newly established placements and ongoing kinship care arrangements.
3.	Work with families, carers and other professionals, particularly DFFH to provide a high quality case managed support and monitoring for as long as this is needed to ensure the child's safety stability and developmental needs are met.

## Key responsibilities

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


1.	Providing case management to children/young people within the Kinship Care, HBC and within home placements, their caregivers and parents through regular phone calls, home visits and meetings.
2.	Facilitating contact with the child/young person's family/extended family/community and to support reunification of children with their families wherever possible.
3.	Ensuring all children/young people in care have Looking After Children (LAC) records that are up to date and ongoing for the time they are in care.
4.	Writing notes, maintaining client paper file records and assisting with general office based tasks as directed including general typing, filing and administration support.
5.	Ensuring that children's physical, emotional and social needs are met whilst residing in care, through collaborative planning processes, and facilitate regular Care Teams.
6.	Encouraging and developing positive working relationships with external organisations including the Department of Families, Fairness and Housing, Indigenous Services and a range of Allied Health Professionals.
7.	Participate in team meetings which consider continued program improvements, collaborative practice and skill development.
8.	Delivering and managing allocated funds specific to Targeted Care Packages for children and placements with complex needs.

## Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

### a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. The five criteria are to be addressed individually (no more than 2 pages in total).

 Role Specific	1. Tertiary qualifications, preferably in social work, psychology, or behavioural sciences or equivalent, or less formal qualifications with specialised skills to perform at this level.
	2. Demonstrated understanding of the child protection, placement and support services and family service system, including legislative and policy framework.
	3. Demonstrated knowledge of, and experience in the application of relevant theoretical approaches that underpin casework practice (including theories of child attachment, development and abuse) to vulnerable children, young people and families.
	4. Skills and knowledge in delivering services within required timeframes and performance and compliance requirements.
	5. An ability to provide a case management service in complex circumstances where multiple service providers may be involved and/or there are complex issues.
	6. Demonstrated well developed communication and problem solving skills.



## Key Selection Criteria (continued)

### b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the two capability groups; **Personal Qualities and Relationship and Outcomes** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

#### Personal Qualities



##### Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

##### Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

##### Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

#### Relationships and Outcomes



##### Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

##### Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

##### Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

#### Leading People



##### Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

##### Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

##### Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.



## 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.
- The position has been classified under the SCHADS terms and conditions, if you are a current EBA employee you will be engaged in line with the St Luke's Collective Agreement 2008.
- 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, a current Driver's License and an Employment Working with Children Check prior to commencement.

## Acceptance of Position Description requirements

To be signed upon appointment

### Employee

Name:

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Signature:

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Date:

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