

DISABILITY CASE WORKER POSITION DESCRIPTION COMMUNITY SERVICES – DISABILITY PROGRAM GIPPSLAND

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

Position	Disability Case Worker
Program	Disability program
Classification	SCHADS Award Level 5 (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
Hours	Full Time
Hours per week	38 hours per week
Duration	Fixed Term Until 30 June 2020
Location	Morwell, with travel to other sites across Gippsland as required
Reporting Relationship	This position reports directly to the Team Leader
Effective date	September 2019

Overview of program

The Disability Program delivers flexible and tailored packages of support to families of children residing voluntarily in residential care, or children at risk of requiring care due to the child's complex disability support needs.

This will include providing culturally safe support to Aboriginal families and children. The program intent is to intervene earlier to prevent families requiring care due to their child's complex disability support needs.

The program identifies families where children with a disability are at risk of requiring care and provide early help. The program will provide proactive engagement and outreach with mainstream services.

The program will provide a dedicated practitioner, dedicated to a family. The family will be considered as a whole and the practitioner will deliver a persistent, assertive and challenging approach in achieving the program objectives.

Position Objectives

The objectives of the Case worker position is as follows:

1.	Support families in the goal of preservation or restoration of the family where a child may require care outside of the family home because of their disability complex support needs by building family and parenting capacity. Work with families to empower them to manage their life situation and to take charge of their lives, including a positive engagement with their community. and offer direct assessment and casework service to referred families in a timely/culturally relevant way.
2.	To help parents navigate the NDIS, advocating for plans that contain parenting and disability supports that will help maintain the sustainability of care or support family reunification, where possible.
3.	Build relationships with local disability services, such as Special Disability Schools, to encourage the early identification and early support of families where the complexity of the disability support needs is likely to cause increased family pressure
4.	Build the ongoing capacity of family services practitioners to provide specialist support required for families with children with a complex disability support needs through understanding and utilising avenues for secondary consultation and referral.

Key responsibilities

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


1.	Work actively and collaboratively with the family and NDIA, Local Area Coordinator (LAC) and/or Support Coordinator to identify the disability support needs of the child to prevent families seeking alternative care arrangements for their child.
2.	Intervene using a family-centred approach which build on family strengths and support strategies that allow parents and families to build greater capacity to provide care within the family home, or until alternative care arrangements can be identified. Decision-making should be consistent with family-led decision-making practice and principles.
3.	Deliver a range of intervention modes and approaches to enhance parenting capacity, their parent-child relationships and social connectedness. These may include Advocacy and advice, Practical support and/or material aid, Counselling, Parent-child interaction, Community connection and social inclusion
4.	Collaborate with universal, secondary and specialist services, cultural and Aboriginal-specific services, child protection and care services in assessment, planning and action for in scope children and families
5.	Collect and maintain data and case records in accordance with program guidelines.

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. Each of the role specific criteria are to be addressed individually (no more than 2 pages in total).

 Role Specific	1. Relevant qualification in Community welfare, social work or related field.
	2. Sound understanding of the Best Interest principles in the Children Youth and Families Act 2005.
	3. Skills in engaging children and families that are experiencing multiple and complex disability related needs using a range of interventions, techniques and approaches.
	4. Skills in liaising with other professionals to work collaboratively for the best interest of the child and to support improvement in families capacity.
	5. Effective written and verbal communication skills, computer skills in Microsoft Office packages, as well as excellent time management skills and ability to be self-directed.

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 three nominated capability groups; **Personal Qualities**, **Relationship and Outcomes**, and **Leading People** (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.
- 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:

Signature:

Date:
