KINSHIP CARE CASE MANAGER POSITION DESCRIPTION

EASTERN KINSHIP CARE

EAST

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	Case Manager
Program	Eastern Kinship Care
Classification	SCHADS Award Level 5 (Social Worker Class 2) (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
Duration	Fixed Term
Fixed term end date	30/04/2022 with possibility to extend
Location	Box Hill
Reporting Relationship	This position reports directly to Team Leader, Eastern Kinship Care
Effective date	September 2021

Overview of program

Kinship care is defined as care that is provided by relatives or a member of a child's social network when a child cannot live with their parents. Anglicare Victoria has been providing Kinship Care services since 2010 when the program model was first developed and funded by the Department of Health and Human Services. The program provides assessment, case management and support to children and young people in kinship arrangements and aims to ensure their ongoing safety, stability and developmental needs are met.

The program provides a range of support services including Contracted Case Management, First Supports (assessment and family services) and Information and Advice.

Position Objectives

1.	To ensure that the kinship care placements arranged for the most vulnerable children as a result of child protection involvement are effectively established, supported and monitored to ensure that they meet each child's ongoing safety, stability and developmental needs.
2.	To enhance the carer's capacity to provide the best possible care by engaging extended family networks and informal supports, identifying needs, and providing education and advocacy.
3.	To ensure the child/young person's wellbeing and development is promoted and that any needs are identified and supported.

Key responsibilities

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

1.	The assessment of newly established kinship care placements to identify support needs for the carer and the young people to ensure ongoing placement stability.
2.	Longer term contracted case management of kinship care placements, including, where appropriate, completion of Permanent Care assessments.
3.	Work closely with kinship carers to provide support and supervision and to resolve any issues impacting on the carer's capacity to meet the child's ongoing safety, stability and developmental needs.
4.	Engage children and young people through providing practical support, in line with the Looking After Children Framework, that enhances their wellbeing and development.
5.	Establish and maintain effective multidisciplinary care teams for each child in care.
6.	Provision of information and advice services including, but not limited to, facilitation of groups, answering phone enquiries and providing information about kinship support services.
7.	Work in line with Department of Health and Human Services Standards and program requirements, including maintaining accurate and complete client records and statistics.

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 the role specific requirements only.

a) Role specific requirements

The five criteria are to be addressed individually (no more than 2 pages in total).

	1. A relevant tertiary qualification in Social Work, Psychology, Youth Work and/or related behavioural sciences at degree level with substantial experience; or associate diploma level with substantial experience in the relevant service stream, or less formal qualifications with specialised skills sufficient to perform at this level
	2. Experience in providing assessment, support and case management within complex family circumstances.
	3. Ability to work collaboratively with care team members, other professionals and stakeholders to achieve positive outcomes for children and young people in kinship placements.
	4. Well-developed engagement skills and ability to undertake proactive outreach.
	5. Understanding of the complex needs of children and young people in Out of Home Care.

Anglicare Victoria Capability Frame work

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: _____