

# Position Description

<b>Title</b>	Home Based Care Placement Support Worker
<b>Business unit</b>	Care and Placement Services
<b>Location</b>	Gippsland
<b>Employment type</b>	Full time   Ongoing
<b>Reports to</b>	Team Leader, Care and Placement Services

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We have 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 are 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 are 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 Placement Support Worker is responsible for the case management of children and young people placed in alternative family-based care with volunteer caregivers. The worker is required to work closely with children and young people, their natural family, caregivers and with the Department of Families, Fairness and Housing (DFFH) and other agencies. The Worker will provide support to carers, children and young people. The role requires a strong and coordinated care team approach, working in a way that promotes human dignity and creates conditions for social justice and equity.

## 2. Scope

**Budget:** nil

**People:** nil

## Position Description

### Home Based Care Placement Support Worker

### 3. Relationships

#### Internal

- Home Based Care team
- Other program staff
- Manager and Senior Manager Care and Placement Services

#### External

- Department of Families, Fairness and Housing (DFFH)
  - Relevant community groups, organisations and Educational services
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### 4. Key responsibility areas

#### Service delivery

- Responsible for a caseload of clients
- Support children and young people in community placements including emergency, respite, short term and long term
- Participate in the development and implementation of a range of strategies which assist young people to address areas of difficulty in a positive manner conducive to their personal growth and development
- Motivate, encourage and empower clients to address areas of personal difficulty and consider options for the development of personal wellbeing
- Provide support to Uniting home based carers by regular visits, contact and advocacy
- Actively promote the establishment and maintenance of positive family relationships and where appropriate and possible, to facilitate and encourage family access, reconciliation and reunification
- Support and assist in delivering training to caregivers, the process will conform to current registrations standards, in particular the assessment process outlined in Step by Step and the training program outlined in Shared Lives Victoria
- Provide supervision and support to caregivers
- Where appropriate, support and encourage the development of personal independence of young people for whom a return to family is not feasible
- Actively support, encourage and maintain the development of positive relationships and environments within care giving households

#### Administration

- Ensure the completion, return and verification of police and security reports on prospective caregivers in the HBC program
- Maintain requirements for the release of information between services and keep accurate records as required by the Information Privacy Act
- Carry out necessary administrative tasks, including:
  - Compiling reports on a monthly basis or as requested
  - Daily and monthly collection of data for both internal and external purposes
  - Completion of relevant forms in accordance with Uniting policies and procedures
  - Performing tasks such as filing and correspondence
  - Maintaining accurate records
  - Maintaining Case Files as per Uniting policy

#### Quality and risk

- Ensure all administrative and reporting requirements of the program are completed and submitted to the relevant organisations within the appropriate timeframe
- Use principles of best practice to provide an innovative and responsive program
- Maintain current and accurate case notes, records and statistical information
- Staff are responsible for upholding consumer rights, privacy, confidentiality and informed consent

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### Home Based Care Placement Support Worker

- All Uniting staff are responsible for identifying, monitoring, resolving and reviewing OH&S and risk management issues
- Undertake review and evaluation of program and professional practice
- Comply with organisational effectiveness strategies of Uniting, including development of quality plans, personal objectives and training plans
- Assist in the general administration of Uniting such as working the switchboard at peak times.
- Respect the diverse needs of all community groups and individuals to ensure that their needs are met in an inclusive and sensitive manner
- Participate in agency quality accreditation processes
- Conform to and apply relevant requirements of the Law within the workplace
- Report and participate in any investigation of any incident or occurrence that may constitute a breach of any legal requirement
- Other duties as directed

#### People and teams

- Provide On-Call After-Hours availability to DFFH and Agency clients as part of a roster
- Participate in regular supervision, review and individual planning, including the identification of training needs, provided by Line Management
- Participate and operate effectively within a team environment and attend and contribute to team meetings and Agency staff meetings
- Commitment to continuous improvement including involvement in the ongoing evaluation and monitoring of both the program's and the Agency's service delivery and contribute to future planning.
- Contribute to Uniting policy processes in response to local, State and Commonwealth Government policy changes and reviews
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values

#### 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

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### Home Based Care Placement Support Worker

#### 5. Performance indicators

- To be agreed with line manager
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#### 6. Person specification

##### Qualifications

- Bachelor qualifications in Social Work / Welfare or related field

##### Experience

- Experience in the Community Services preferred but not essential

##### 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.
  - **Knowledge:** a demonstrated knowledge and understanding of issues surrounding the out-of-home care system and the available resources and services in Gippsland
  - **Computer skills:** demonstrated ability to use computers efficiently including Word and Outlook
  - **Communication:** demonstrated ability to communicate effectively with adults, adolescents, children and sector representatives
  - **Teamwork:** a commitment to working within a team environment
  - **Professionalism:** a professional approach to service delivery and work performance and demonstrated ability to work within the vision, mission, policies and principles of the organisation
  - **Judgement skills:** ability to make sound assessments, progress intake and case manage clients
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#### 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.**

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