

## CASE MANAGER HOME BASED CARE FOSTER CARE PROGRAM SOUTHERN

**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

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| <b>Position</b>               | Case Manager – Foster Care   |
| <b>Program</b>                | Southern Foster Care   |
| <b>Classification</b>         | SCHADS Award Level 5 (Social Worker Class 2)<br>(Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award) |
| <b>Hours</b>                  | Part Time  |
| <b>Hours per week</b>         | 30.4 Hours   |
| <b>Duration</b>               | Ongoing  |
| <b>Location</b>               | Southern Region, Dandenong Office  |
| <b>Reporting Relationship</b> | Team Leader - Out of Home Care Services  |
| <b>Effective date</b>         | December 2021  |

## Overview of program

Anglicare Victoria provides foster care for children and young people who are temporarily unable to live at home. Anglicare Victoria is the State's largest provider of foster care and plays a vital role in protecting children and young people by ensuring they have a safe, stable and nurturing home while their family cannot care for them.

Our Southern Foster Care program provides Complex, Intensive and General Home Based Care for children and young people aged between 0 and 18 years. Children enter foster care for a number of reasons, most being placed in out of home care following Child Protection intervention and can stay with our carers for as short as one night or for several years.

## Position Objectives


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| <b>1</b> | To provide children and young people with family based placements that will support their development and maintain them in a safe and secure environment.  |
| <b>2</b> | To provide complex Home Based Care case management services to children, young people, their carers and their families. This involves co-ordination of support services as well as direct casework.                    |
| <b>3</b> | To ensure that placement goals established with the child, the child's family, the caregiver family, and the case manager are achieved.  |
| <b>4</b> | To ensure that practice procedures, as documented in program Referral Guidelines, Practice and Policy Manuals, including Department of Families, Fairness and Housing minimum Out of Home Care Standards are followed. |
| <b>5</b> | To be familiar with and comply with the relevant legislation (Children, Youth and Family Act 2005, Disability Act 2006).   |

## Key responsibilities

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

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| <b>1</b> | To be actively involved in matching children and young people with caregiver families, taking into consideration the best interests of the child and capabilities of the caregiver family.  |
| <b>2</b> | To liaise between the service user family, caregiver family and the referring worker providing consultation, advice, support, supervision, direction and management regarding the child's placement to maintain a quality service.  |
| <b>3</b> | To be actively involved in and support functions pertaining to the training and assessment of caregiver families, and provide assessment reports to the Carer Review and Accreditation Panel.   |
| <b>4</b> | To provide complex case management and support to children in Out of Home Care placements.  |
| <b>5</b> | Maintain accurate and up to date file notes, and provide other reports in relation to placements where necessary; for example, Crisis Management Plans, Case Plan Reports, Court Reports, Post Placement Reports and Best Interest Plans. Reporting includes the use of various internal and external platforms and interfaces. |
| <b>6</b> | Provide a high level of support to carers regarding the care of a child who is placed with them in a foster care arrangement.   |
| <b>7</b> | Participate in occasional evening work such as client contacts, family access, carer events, and carer assessments and training.  |
| <b>8</b> | Ongoing contribution to program refining, management of brokerage and placement support funding, establishing and maintaining relationships with stakeholders, and other duties as required.  |

## Key Selection Criteria

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|  <p>Role Specific</p> | <p>A relevant tertiary qualification in Social Work, Psychology, Early Childhood Specialist and/or related behavioural sciences at degree level with proven experience; or associate diploma level with substantial experience in the relevant service stream.</p> |
|  | <p>Demonstrated case work experience in foster care, other out of home care programs, family services or within the community services sector, including knowledge and experience of assessment intervention strategies.</p>                                       |
|  | <p>Demonstrated understanding of the Department of Families, Fairness and Housing, with a particular emphasis on the Child Protection function, and the ability to develop strong working relationships within the protective services field.</p>                  |
|  | <p>Ability to communicate effectively with a range of people, including clients, caregivers and professional staff.</p>  |
|  | <p>Demonstrated ability to work under pressure, manage competing demands and respond in a crisis situation.</p>  |
|  | <p>Staff must hold a valid WWCC and current driver's licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.</p>   |

## 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 Victorian driver's license and an Employment Working with Children Check prior to commencement.

Please note that on Friday 7 October the Victorian Government's Chief Health Office issued COVID-19 Mandatory Vaccination (Workers) Directions. As an Employer AV is required to comply with the terms of these Directions

AV employees are required to either: (depending on the date of the advertisement)

- Be fully vaccinated (First and second vaccination) by 26 November 2021 to work outside of their ordinary place of residence or have a medical exemption
- Please be aware that in order to perform this role you will be required to adhere to the Directions issued by the Chief Health Officer and provide evidence of your vaccination status in order to perform the inherent requirements of this role.

## 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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