**Case contracting Case Manager –**

**residential Care services**

**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**

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| **Position** | Case Manager |
| **Program** | Residential Services |
| **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  Some flexibility of when hours are worked is required to meet the needs of the young people in care. |
| **Duration** | Fixed Term |
| **Fixed term end date** | End of December 2022 |
| **Location** | Bendigo |
| **Reporting**  **Relationship** | This position reports directly to the Team Leader Residential Services |
| **Effective date** | October 2021 |

**Overview of program**

Anglicare Victoria’s residential care program is funded by the Department of Families Fairness & Housing (DFFH) to provide accommodation and support for children/young people up to the age of 18 years, who are experiencing significant vulnerability and require placement within a residential care setting. The young people supported within residential care services are considered to be at risk of harm given their experiences of trauma and/or abuse.

Residential care staff provide case management support to all young people within the care setting. This position will work collaboratively with the residential care staff to enhance the support provided through case contracting activities, to four young people aged up to the age of 18 years, who reside within one of Anglicare’s residential homes and are subject to a Children’s Court order or statutory involvement. Additionally this position will provide targeted support more broadly across the residential services area in consultation with the Team Leader and/or Program Manager.

**Position Objectives**

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|  | Work collaboratively with the residential care leadership team and staff to provide holistic case management and case contracting support to young people in residential care attached to this program. |
|  | Provide support across multiple residential homes and work in collaboration with residential staff to; strengthen young people’s independent living skills, support reunification to family where appropriate and connect young people with their family history. Comply with mandatory requirements, service delivery standards, and continuous quality improvement expectations. |
|  | Work alongside DFFH Child Protection and other key stakeholders to implement the statutory case plan; through ongoing support, assessment and review in relation to young people’s safety, stability, resilience and development. |
|  | Partner with and provide advocacy for high risk young people, to ensure they receive the support required to enhance connections and outcomes |

**Key responsibilities**

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

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|  | Partner and develop trusting relationships with young people and their families and/or caregivers. Focus on strengthening the key relationships in the young person’s life with the overall goal of forming and maintaining positive relationships that build resilience and safety. |
|  | Undertake regular risk and needs assessments and case management; utilising the Best Interest Framework and other contemporary frameworks and theories - focusing on the safety, stability and wellbeing of young people |
|  | Work collaboratively with Aboriginal and Torres Strait Islander and CALD communities. Promote connection to culture with high risk young people to strengthen safety and resilience. |
|  | Work in collaboration with the House Co-ordinators and Residential staff to provide case contracting support to the young people attached to this program. This will include preparation and of writing court reports, quarterly reports, entering information onto the CRISS data base, behaviour and/or individualised support plans and to convene and co-ordinate care team meetings. |
|  | In collaboration with the young person and other key stakeholders, ensure effective planning, coordination and review of services. Ensuring that the appropriate supports are in place to support the young person to reach their full potential. |
|  | Build and maintain targeted relationships with formal and informal stakeholders that support positive outcomes for high risk young people and their informal support networks. |
|  | Provide flexible support across the Residential Services program area as identified by the Team Leader, such as, case management support to the young people attached to this program, support to residential homes when additional staffing may be required, providing targeted support to other at risk young people within the residential care program. |
|  | Maintain appropriate timely and accurate case notes, records, reports and data-input, in line with program guidelines and position requirements. Accurately update and maintain client information (both written and electronic) in accordance with DFFH program guidelines and confidentiality principles. Uploading of all records onto the DFFH CRIS system; with a clear focus on ensuring that risk, safety and wellbeing assessments are maintained. |
|  | Make an active commitment to the development and maintenance of a learning environment and cohesive multi-disciplinary team; through staff meetings, team meetings, staff development, supervision and reflective practice. |
| 10. | Professionally represent AV and our services at forums, meetings and training with external agencies |

**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).

1. **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).

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| C:\Users\David.Sandison\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\GIF9U7N8\RoleSpecific_icon.jpg | 1. A relevant tertiary qualification in Social Work and/or related behavioural sciences at degree level with relevant experience; or diploma level with substantial experience |
| 1. Understanding of the child protection, placement and support service systems, including legislative and policy framework. |
| 1. Ability to undertake comprehensive assessments in relation to high risk client groups that consider – age and/or stage of development of the young person, risk level, vulnerability, safety, resilience, stability and wellbeing. |
| 1. Experience in the application of relevant theoretical and/or models of practice that underpin practice with high risk young people. |
| 1. Skills and knowledge in delivering high quality programs and services within required timeframes and performance and compliance requirements |
| 1. Well-developed verbal and written communication, with the ability to present written information for court. |
| 1. The ability to maintain best practice while working under challenging circumstances such as working with those exposed to significant trauma |

**Key Selection Criteria (continued)**

1. **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.



**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.
* As of Friday 7 October 2021 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**

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| Name: |  |
| Signature: |  |
| Date: |  |