

FOSTER CARE CASE MANAGER POSITION DESCRIPTION

WESTERN ADOPTION AND PERMANENT CARE WEST

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	Adoption and Permanent Care Case Manager
Program	Western Adoption and Permanent 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	12/02/2021
Location	Yarraville
Reporting Relationship	This position reports directly to Team Leader, Western Adoption and Permanent Care
Effective date	March 2020

Overview of program

The Adoption and Permanent Care program places children in alternate permanent family placements when they are unable to live within their birth family network. The program's key aspects of service delivery include the recruitment, training, assessment and support of adoptive and permanent care families, work with birth families, linking and matching of children with families, relinquishment counselling, preparation of children for placement, case management functions and meeting of statutory tasks, court work and legislative frameworks.

The primary goal of permanent placement is the acknowledgment of the child's birth identity and maintaining relationships, whilst developing a sense of security and attachment for the child in their new family.

Position Objectives

1.	To provide children with permanent family based placements that will support their development and meet their needs in a safe and secure environment.
2.	To ensure the provision of a high quality service to children, young people and their carers / families / significant others.
3.	To ensure that the placement goals established with the child (where appropriate), the child's family, the permanent family, and the case manager are achieved.
4.	To ensure a high level of quality service and support is offered to adoptive and permanent carers.
5.	To ensure that practice procedures, as documented in program Referral Guidelines, Practice and Policy Manuals, including Department of Health and Human Services Minimum Out of Home Care Standards are followed.
6.	To be familiar with DHHS Out of Home Care, Child Protection and to comply with the relevant legislation (Children, Youth and Family Act 2005).

Key responsibilities

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


1.	Provide direct casework to children, birth families and adoptive and permanent carers.
2.	Undertake case management responsibilities including the matching of children with appropriate adoptive and permanent caregivers and provision of direct support to the placements.
3.	Participate in recruitment, selection, training, assessment and periodic review of adoptive and permanent care families.
4.	To maintain accurate and up to date files and notes, and provide other reports in relation to placements where necessary; for example, Court Reports, Caregiver Assessments, Placement Quarterly Reports.
5.	To provide a high level of supervision and support to carers.
6.	Responsibility for specific portfolio areas within the program as determined by the Team Leader.
7.	Work in line with Department of Health and Human Services Standards and program requirements.
8.	Participating in relevant duty rosters, including post-legalisation support.

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. 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. Resilience to work with and support clients who have been exposed to trauma.
	3. Experience in providing assessment, support and case management services.
	4. Ability to work collaboratively with team members, other professionals and stakeholders to achieve positive outcomes for children and young people in HBC placements.
	5. Thorough understanding of the issues relating to the placement of children in Foster care – including permanency planning principles and their applicability to children in Home Based Care.

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 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.

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: _____