

# OUT OF HOME CARE CASE MANAGER POSITION DESCRIPTION

## OUT OF HOME CARE ST LUKE'S 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

<b>Position</b>	Case Manager
<b>Program</b>	Out of Home Care
<b>Classification</b>	SCHADS Award Level 5 (Social Worker Class 1) (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 per week
<b>Duration</b>	Fixed Term
<b>Fixed term end date</b>	6 months and 12 months
<b>Location</b>	Bendigo - the incumbent will be expected to work at key service sites in the North Central Region
<b>Reporting Relationship</b>	This position reports directly to the Team Leader
<b>Effective date</b>	November 2021

## Overview of program

At Anglicare Victoria our focus is on transforming the futures of children and young people, families and adults. Our work is based on three guiding pillars, Prevent, Protect, and Empower. We offer a comprehensive network of services and seek to ensure the provision of high quality services that will bring about significant improvements in the life experience of the young people, children and families/caregivers with whom we work.

The Home Base Care (HBC) program is funded by the Department of Families, Fairness and Housing (DFFH) to provide Home Based Care for children and youth aged 0-18 in the Loddon Campaspe area. The service is funded to provide different levels of support from Level 1 to Level 5 being the most complex and high risk clients. The service also provides the Circle Program as part of the Home Based Care which works in partnership with Berry Street Take Two. The service is comprised of five teams and is part of the greater Out of Home Case Management Service.

## Position Objectives

1.	To case manage children who are required to enter Home Based Care, TCP and/or Kinship Care.
2.	Provide quality supervision to carers who provide the day to day care of children in Home Based Care.
3.	Work with families and a range of other professionals, including Department of Families, Fairness and Housing, to ensure children reside in a high quality, stable placement.
4.	Work with families towards reunification wherever possible.
5.	Work with Aboriginal agencies to ensure that Aboriginal children are culturally safe and supported in their placement.

## Key responsibilities

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

1.	Providing placement support to children/young people within the Home Based Care System (Foster Care), Kinship Care, their caregivers and parents through regular phone calls, home visits and meetings.
2.	Facilitating contact with the child/young person's family/extended family/community and to support reunification of children with their families wherever possible.
3.	Ensuring all children/young people in care have Looking After Children (LAC) records that are up to date and ongoing for the time they are in care.
4.	Writing reports when required by the Department of Families, Fairness and Housing, the courts, or when a report to the court is considered to be in the best interests of the child/ren.
5.	Work within a collaborative care team approach with relevant internal and external stakeholders, including Child Protection to promote best practice outcomes for children, young people and families.
6.	Encouraging and developing positive working relationships with external organisations including the Department of Families, Fairness and Housing, Aboriginal Services and a range of Allied Health Professionals.
7.	Make an active commitment to the development and maintenance of a learning environment and cohesive team; through active participation in team meetings, professional development, supervision, case presentations, feedback and reflective practice.
8.	Participate in recruitment, marketing training and assessment of prospective Home Base Carer's, including preparation of written assessment reports with recommendations as appropriate.


9.	Maintain carer accreditation requirements (police checks, annual reviews, WWCC etc) and ensure compliance for all care types in adhered to.
10.	Develop good working relationships with Aboriginal & Torres Strait Islander services, families and communities; to ensure stronger outcomes for Aboriginal children and young people.
11.	Other duties as requested by the Team Leader or Program Manager.
12.	Fulfil program agency, program and/or funding obligations in relation to; caseload requirements, targets, case recording, data collection. Adhere to the Code of Conduct and other relevant policy, practice guidelines and legislative requirements.

## 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).

 Role Specific	1. A relevant tertiary qualification in Social Work, Psychology, Early Childhood Specialist 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 qualification with specialised skills sufficient to perform at this level.
	2. Resilience to work with and support clients who have been exposed to trauma, violence or neglect.

	3. Proven ability to effectively time manage caseload and documentation requirements whilst demonstrating the ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels while practising and promoting self-care strategies.
	4. Demonstrated knowledge of child and adolescent development, abuse and trauma theories and their link to service delivery.
	5. Demonstrated ability to practice in an inclusive and strengths based way to engage and effectively work with Aboriginal & Torres Strait Islander, CALD and LGBTIQ+ families and communities to achieve positive outcomes.
	6. Well-developed communication skills both verbal and written.



## 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 three nominated capability groups; **Personal Qualities**, **Relationship and Outcomes**, and **Leading People** (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 recognizes 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: \_\_\_\_\_