**Foster Care case manager position**

**Home Based Care**

**Eastern 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.

At Anglicare Victoria we care about our employees in the same way that we care about our clients. We support and encourage our employees with a wide range of professional and personal opportunities to strengthen their overall well-being.

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.

**Position details**

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| **Position Title** | Foster Care Case Manager |
| **Program** | Eastern Home Based 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) |
| **Engagement**  | Part Time |
| **Hours per week** | 30.4 |
| **Duration** | Ongoing |
| **Fixed term end date** | Not Applicable  |
| **Location** | Based at Anglicare Lilydale |
| **Reporting****Relationship** | This position reports to directly to the Team Leader and the Program Manager |
| **Effective date** | August 2022 |

**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 Foster Care program is part of Anglicare’s out of home care service in the Eastern region for children aged 0 – 18. The Foster Care program works with children, their families, carers and external services to ensure to provide overnight care options from weekend respites to long term placements.

**Position Objectives**

List the Key Deliverables/Objectives of the worker.

Focus on the Objectives of the role rather than the Day to Day duties

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|  | To provide high quality case management services to clients placed in out of home care and their families |
|  | Provide quality supervision and support to carers who provide the day to day care of children in Home Based Care. |
|  | To ensure an active and collaborative care team approach which brings together cross-sector organisations and programs with a focus on a common agenda that results in long lasting change for children in care |
|  | To contribute to program development and ensure adherence to the relevant DFFH and Anglicare Victoria Policies and Procedures |
|  | to implement the client’s case plan, to achieve better outcomes for children and young people in out of home care |
|  | Work with Aboriginal agencies to ensure that Aboriginal children are culturally safe and supported in their placement. |
|  | 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.  |

**Key responsibilities**

The key responsibilities include but are not limited to:

Focus on the day to day duties:

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|  | Providing placement support to children/young people within the Home Based Care System (Foster Care), their caregivers and parents through regular phone calls, home visits and meetings. |
|  | Facilitating contact with the child/young person’s family/extended family/community and to support reunification of children with their families wherever possible. |
|  | 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. |
|  | 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. |
|  | 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. |
|  | 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. |
|  | Participate in recruitment, marketing training and assessment of prospective Home Base Carer’s, including preparation of written assessment reports with recommendations as appropriate. |

**Key Selection Criteria**

What you are looking for in your successful applicant in terms of nonnegotiable qualifications or experience:

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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, 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 qualifications with specialised skills sufficient to perform at this level
 |
| 1. Highly developed communications skills and an ability to work collaboratively with internal and external stakeholders
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| 1. Resilience to work with and support clients who have been exposed to trauma. Adaptability, receptiveness to new ideas, and a willingness to step outside of ‘the way things are usually done’
 |
| 1. Ability to case manage, engage with, build rapport and respond creatively to the needs of children and young people from a variety of backgrounds and with a range of challenging behaviours.
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| 1. Ability to lead and facilitate multi-disciplinary care teams in order to develop and implement support plans for children and young people in out of home care, amidst a range of competing demands.
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| 1. Ability to support families, respectfully introduce new parenting strategies, model therapeutic responses to challenging behaviours and supervise carers.
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|  | 1. Excellent report writing skills, time management and organisational skills.
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**Child Safety**

AV is committed to protecting children and young people from all forms of harm and abuse. As an employee you are required to report any concerns raised by, or on behalf of, children and young people in accordance with mandatory reporting, reportable conduct and incident management procedures. Everyone at AV has a role to play in keeping children and young people safe.

**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 and an Employment Working with Children Check prior to commencement.
* A current Victorian Driver’s license is essential.
* In line with Anglicare Victoria’s Covid 19 Vaccination Policy all staff, students and volunteers are required to provide evidence of full vaccination against Covid-19 or provide a valid medical exemption. This requirement may be amended from time to time in line with Anglicare Victoria Policy or as directed by Chief Health Officer.

**Acceptance of Position Description requirements**

To be signed upon appointment

**Employee**

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