

CASE MANAGER

KINSHIP CARE & FIRST SUPPORT

WESTERN 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

Position Title	Case Manager
Program	Kinship Care & First Support
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	Full Time
Hours per week	38
Duration	Fixed Term
Fixed term end date	19 th May 2023
Location	Yarraville
Reporting Relationship	This position reports to Team Leader, Kinship Care & First Support
Effective date	June 2022

Overview of program

Kinship care refers to care that is provided by relatives or a member of a child's social network when a child cannot live with their parents.

Anglicare Victoria has been providing Kinship Care services since 2010, when the program model was first developed and funded by the Department of Families, Fairness and Housing. The program provides assessment, case management and support to children and young people in kinship arrangements and aims to ensure their ongoing safety, stability and developmental needs are met.

The program also provides a range of support services, including Contracted Case Management, First Supports (assessment and family services) and Information and Advice.

Position Objectives:

1.	To ensure that the kinship care placements arranged for the most vulnerable children as a result of child protection involvement are effectively established, supported and monitored to ensure that they meet each child's ongoing safety, stability and developmental needs.
2.	To effectively harness the capacity of extended family networks and informal supports to provide the best possible kinship care arrangement for children unable to live with their own parents.
3.	To provide flexible and responsive assistance to kinship carers that includes providing education, monitoring and support.

Key responsibilities

The key responsibilities include but are not limited to:


1.	Longer-term contracted case management of kinship care placements, including, where appropriate, completion of Permanent Care assessments.
2.	Assessment, needs identification and support for newly established kinship care placements.
3.	Work closely with kinship carers to provide support and supervision and to resolve any issues impacting the carer's capacity to meet the child's ongoing safety, stability and developmental needs.
4.	Establish and maintain effective multidisciplinary care teams for each child in care.
5.	Work in line with Department of Families, Fairness and Housing Standards and program requirements.
6.	Provision of information and advice services including, but not limited to, facilitation of groups, answering phone enquiries and providing information about kinship support services.
7.	Maintain accurate and complete client records and statistics.
8.	Have the capacity to work flexible hours – some evening work will be required.
9.	To perform other duties/tasks as appropriate to the position

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).

 <p>Role Specific</p>	<p>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.</p>
	<p>2. Resilience to work with and support clients who have been exposed to trauma.</p>
	<p>3. Experience in providing assessment, support and case management within complex family circumstances.</p>
	<p>4. Ability to work collaboratively with team members, other professionals and stakeholders to achieve positive outcomes for children and young people in kinship placements.</p>
	<p>5. Well-developed engagement skills and an understanding of the issues faced by kinship carers and the children/young people in their care.</p>

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.

<p>Personal Qualities </p> <p>Displays Resilience</p> <p>Thrives in a changing environment. Handles ambiguity.</p> <p>Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.</p> <p>Has a learning mindset</p> <p>Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.</p> <p>Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.</p> <p>Shows cultural awareness</p> <p>Respects difference in all its forms.</p> <p>Values diversity as a strength and positively utilises diversity.</p>	<p>Relationships and Outcomes </p> <p>Puts clients first</p> <p>Acts to make a real difference in their work.</p> <p>Is passionate about providing exceptional service to clients, customers and end-users.</p> <p>Works collaboratively</p> <p>Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.</p> <p>Demonstrates technical and professional acumen</p> <p>Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.</p>	<p>Leading People </p> <p>Manages, coaches and develops people</p> <p>Engages, motivates employees and volunteers to develop their capability and potential.</p> <p>Inspires direction and purpose</p> <p>Creates a positive and engaged team environment.</p> <p>Communicates goals, priorities and vision and recognise achievements.</p> <p>Leads change</p> <p>Leads, supports, promotes and champions change, and assist others to engage with change.</p>
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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

Employee

Name:

Signature:

Date:
