**Out of Home Care Case Manager Position Description**

**Out of home care**

**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.

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** | Kinship Case Manager |
| **Program** | Out of Home Care First Supports |
| **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** | Bendigo - the incumbent will be expected to work at key service sites in the North Central Region |
| **Reporting**  **Relationship** | This position reports to the Team Leader |
| **Effective date** | July 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 Out of Home Care program is funded by the Department of Families, Fairness and Housing (DFFH) to provide Out of Home 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 rick clients. The service is comprised of five teams and is part of the greater Out of Home Case Management Service.

The First Supports Program provides a comprehensive carer assessment of Kinship Carers within the Kinship Care Program. This role includes the Part B assessment and then a Family Service (Family Action Plan) varying in hours of support

**Position Objectives**

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|  | To complete a Part B assessment on potential Kinship Carers and then provide a Family Service using a Family Action Plan. |
|  | Provide quality supervision to carers who provide the day to day care of children in Out of Home Care. |
|  | 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. |
|  | Work with families towards reunification wherever possible. |
|  | Work with Aboriginal agencies to ensure that Aboriginal children are culturally safe and supported in their 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 Kinship Care, their caregivers and parents through regular phone calls, home visits and meetings. |
|  | Participate in recruitment, marketing training and assessment of prospective Kinship Carer’s, including preparation of written assessment reports (Part B’s) with recommendations as appropriate. |
|  | 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. |
|  | 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. |
|  | 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. |
|  | 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. |
|  | 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. |
|  | Facilitating contact with the child/young person’s family/extended family/community and to support reunification of children with their families wherever possible. |
|  | Maintain carer accreditation requirements (police checks, annual reviews, WWCC etc) and ensure compliance for all care types in adhered to. |
|  | Develop good working relationships with Aboriginal & Torres Strait Islander  services, families and communities; to ensure stronger outcomes for  Aboriginal children and young people. |
|  | Other duties as requested by the Team Leader or Program Manager. |
|  | 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**

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 qualification with specialised skills sufficient to perform at this level. |
| 1. Resilience to work with and support clients who have been exposed to trauma, violence or neglect |
| 1. 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. |
| 1. Demonstrated knowledge of child and adolescent development, abuse and trauma theories and their link to service delivery. |
| 1. 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. |
| 1. Experience in writing legally bounding reports such as the Part B Kinship Carer assessment or similar. |

**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: |  |