

CASE MANAGER (CARE MANAGER) POSITION DESCRIPTION

RESIDENTIAL SERVICES

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.

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	Case Manager (Care Manager)
Program	Residential Services
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 Some flexibility of when hours are worked is required to meet the needs of the young people in care.
Duration	Ongoing
Fixed term end date	N/A
Location	Western Region
Reporting Relationship	This position reports to the Team Leader of Residential Services
Effective date	April 2019

Overview of program

Anglicare Victoria's residential program provides accommodation and support for children/young people up to the age of 18 years requiring placement within a Residential Care setting.

The program operates as part of an integrated service response aimed at addressing protective issues, Court dispositions covered by the Children and Young Person's Act, issues of family conflict, or family and/or personal and developmental crises.

Position Objectives

1.	Work with the clients and their families with the intention to reunify them with their families or organise independent living options for the clients once they get to an age that this is possible.
2.	Use of therapeutic intervention strategies which achieve overall TRC goals of reunification or reconciliation of young people with their families or independent living options.
3.	Young people are well looked after and LAC requirements are being adhered to.
4.	Service provision on the basis of clearly developed and negotiated Individual Therapeutic Plans that are completed by the Australian Childhood Foundation Specialist for TRC and to use these templates to develop plans for other case managed young people in other units.

Key responsibilities

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


1.	Consult with program staff during the processing of referrals made of young people to the Residential care program in order to provide a preliminary assessment around the suitability of family reunification or family relationship orientated work.
2.	Liaise closely with members of the residential team and other service providers including AOD, Mental Health, Education, DHHS service providers.
3.	Direct case work with the families of young people in the residential placement.
4.	Engage with clients in a professional manner that is consistently in keeping with the Therapeutic Program Model in order to assist them towards the development of pro-social, positive emotional development.
5.	Accurately update and maintain client information, both written and electronic, in accordance with Departmental guidelines, Program guidelines and confidentiality principles.
6.	Work cooperatively with a diverse range of stakeholders.

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>	1. A relevant tertiary qualification in Social Work, Psychology, Early Childhood Specialist and/or related behavioural sciences at degree level with substantial experience; or a lesser qualification with specialised skills sufficient to perform at this level.
	2. Knowledge and experience with Child Protection clients and the out of home care system.
	3. Resilience to work with and support clients who have been exposed to trauma, violence or neglect.
	4. Outstanding interpersonal and communication skills, with the ability to effectively negotiate challenging or confronting situations.
	5. Demonstrated history of providing a high quality of care to clients.

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: _____