

# Position Description

<b>Title</b>	Case Worker, Kinship Care
<b>Business Unit</b>	Child, Youth & Families
<b>Location</b>	648 High Street, Reservoir
<b>Employment type</b>	Part Time (60.8 hours per fortnight), Ongoing
<b>Reports to</b>	Team Leader, Kinship Care

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 1. Position purpose

The Kinship Care Program assists with the monitoring and support of children and young people living in kinship care statutory placements to ensure their ongoing safety, stability and developmental needs. The children and young people referred to the program are case contracted to Uniting on behalf of the Department of Families, Fairness and Housing (FFH). We undertake the following activities to support carers and children/young people with the goal to secure permanency:

- Enhance and build on family and community supports in line with individual needs assessments;
- Facilitate family inclusive care teams to achieve positive outcomes and continued stability of kinship families and networks,
- Develop care and action plans in partnership with carers and the care team to set goals and actions which are regularly reviewed;
- Advocate for each child and young person in accordance with their wishes, ensuring their voice is heard;
- Maintain a high level of case administration that includes completion of Looking After Children documentation, case plan reviews, court reports, incident reports, carer assessments etc.
- Lead the development of leaving care transition processes for young people aged 15 years and over.

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## 2. Scope

**Budget:** Nil

**People:** Nil

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## 3. Relationships

### Internal

- Group Manager, Senior Manager
- Senior Practitioners, Team Leaders
- Reservoir site teams
- Uniting staff

### External

- DFFH Child Protection Case Management Teams
- Community service organisations

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## 4. Key responsibility areas

### Service delivery

- Undertake case contracted case management in line with the DFFH Home Based Care – Kinship Care guidelines and Best Interest Principles as defined under the Child, Youth & Families Act 2005 and within the Looking After Children (LAC) framework.
- Comply with program KPI's including the timely completion of client quarterly reports, case plans, court reports and other required documentation;
- Work with a caseload of children and young people from the range of cultural and linguistic backgrounds, actively engaging kinship carers, children and young people and their families;
- Assist with ongoing holistic child and carer assessments, including strengths and potential risk factors for children and young people.
- Support the development and implementation of identified goals and case plans which specify the delivery of services to families.
- Make appointment times and arrangements that suit the family whenever possible;
- Communicate respectfully and honestly with families and demonstrate transparent practice in relation to child safety/wellbeing concerns;
- Liaise collaboratively with all services involved with the family;
- Consult with DFFH Child Protection in line with program requirements and follow up tasks in a timely and thorough manner;
- Facilitate and advocate for the family's access to services and right to self-determination;
- Support safe contact with parents and extended family in line with the case plan; supervise access as negotiated with carers and DFFH;
- Lead and participate in information and advice activities such as career groups, carer training and family events;
- Undertake Permanent Care assessments for children and young people with permanency goals;
- Facilitate and lead inclusive care teams to achieve case plans and identified goals;
- Provide evidence in court upon subpoena;
- Sight children in line with program requirements ensuring you seek their views, encourage their participation and represent their wishes in planning and service delivery;
- Develop and maintain knowledge of community resources and networks.
- Conduct file audits in line with requirements;

### Administration

- Complete client records in line with program requirements;

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- Prepare reports, assessments, case plan reports, court reports and closure reports within expected timelines; provide client and program data as requested by Team Leader
- Seek approvals for purchasing good and services that align with care plans; coordinate with Team Leader to ensure finance requirements are met;

#### General

- Participate in the development and maintenance of a cohesive team.
- Participate in regular supervision and annual performance reviews with Senior Practitioner and Team Leader.
- Participate in and contribute to staff processes of reflection, review, development, and planning in a team and broader organisation context.
- Participate in wider agency and external agency activities as appropriate
- Participate in professional development activities related to casework as negotiated with the program management team that support individual professional development as well Uniting's strategic and operational plans.
- Perform any other function in line with authorities, capabilities, and skills that will enhance the performance of Uniting

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people

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## 5. Person specification

### Qualifications

- A degree in Social Work, Psychology, Human Services or other related discipline is essential.

### Experience

- Experience in working with vulnerable children and families in community service sector in care services and/or case management; preferred minimum 2 years work experience
- Demonstrated experience in engaging with families successfully and in using an outreach model of service
- Demonstrated ability to assess and appropriately respond to risk for children and young people
- A commitment to the family-centered approach and the family strengthening and empowerment models of practice

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- An understanding of the 'Best Interests' Case Practice Model and Children Youth and Families Act (CYFA) 2005 and 2015 amendments
- Knowledge of child development, trauma and attachment theories

#### Core selection criteria

- **Values alignment:** Ability to demonstrate and authentically promote Uniting's values.
- **Child safety:** Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect
- **Consumer centeredness:** Demonstrates an awareness of and prioritises the needs of consumers; focus on optimal outcomes for consumers
- **Communication:** Open, honest, articulate and flexible approach to communication – written and verbal. The ability to actively listen.
- **Interpersonal focus:** strong interest in people and respect for others. The ability to suspend judgement.
- **Cooperative:** Demonstrates team behaviours striving for cooperative and professional relationships
- **Conscientious:** High level self-awareness, with the ability to admit mistakes, as an opportunity for reflection, learning and development.
- **Professionalism:** Professional, confident focused and clear about purpose and able to set appropriate personal boundaries.
- **Administrative skills:** Excellent organisational skills; good computer literacy skills including demonstrated experience in Microsoft Office
- Current Australian Drivers Licence

#### 6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

#### 7. Acknowledgement

**I have read, understood, and accepted the above Position Description**

##### Employee

Name:

Signature:

Date: