

Position Description

Title	Home Base Care Placement Support Worker
Business Unit	Children, Youth and Families
Location	As per employment agreement
Employment type	As per employment agreement
Reports to	Manager Care and Placement Services

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 role of the HBC Placement Support Worker is to be responsible for the case management of children and young people placed in alternative family based care with volunteer caregivers.

The worker is required to work closely with children and young people, their natural family, care-givers and with the Department of Families, Fairness and Housing and other agencies. The Worker will provide support to carers, children and young people.

This role requires a strong and coordinated team approach. The worker will work in a way that promotes human dignity and creates conditions for social justice and equity.

2. Scope

Budget:

nil

People:

nil

Position Description

Home Based Care Placement Support Worker

3. Relationships

Internal

- Care and Placement Team
- Uniting managers and senior managers
- Volunteer Foster Carers
- Other Uniting employees/volunteers/students
- Children and Young People

External

- Families
- Advocates
- Department of Families, Fairness and Housing (DFFH)
- Community Service organisations
- Local educational and childcare services
- Other relevant community groups as required

4. Key responsibility areas

Service delivery

- Deliver case management services that meet all relevant performance and outcome indicators
- Support children and young people in community placements including emergency, respite, short term and long term
- Support the development and implementation of case plans, including statutory case plans as required
- Facilitate referrals to access appropriate support services where required
- Facilitate regular care team meetings and ensure the child and/or young person's needs and views are well represented in these forums
- Support young people to develop exit plans, leaving care plans, and to access housing and community support options as required
- Attend internal and external meetings and forums as required
- Participate in the development and implementation of a range of strategies which assist young people to address areas of difficulty in a positive manner conducive to their personal growth and development
- Motivate, encourage and empower clients to address areas of personal difficulty and consider options for the development of personal wellbeing
- Provide support to Uniting Gippsland home based carers by regular visits, contact and advocacy
- Actively promote the establishment and maintenance of positive family relationships and where appropriate and possible, to facilitate and encourage family access, reconciliation and reunification
- Support and assist in delivering training to caregivers. This process will conform to current registrations standards, in particular the assessment process outlined in Step by Step and the training program outlined in Shared Stories, Shared Lives
- Provide supervision and support to caregivers
- Where appropriate, to support and encourage the development of personal independence of young people for whom a return to family is not feasible
- Actively support, encourage and maintain the development of positive relationships and environments within care giving households

Administration and Finance

- Maintain comprehensive professional case notes, reports, client files and records, including data collection according to program and statutory requirements, and ensure timelines for completion are adequately met.
- Ensure all administrative and reporting requirements of the program are completed and submitted to the relevant organisations within the appropriate timeframe

Position Description

Home Based Care Placement Support Worker

- Maintain requirements for the release of information between services and keep accurate records as required by the Information Privacy Act
- Carry out necessary administrative tasks, including but not limited to;
 - Compiling reports on a monthly basis or as requested
 - Undertaking Looking After Children requirements for case managed children and young people
 - Daily & monthly collection of data for both internal and external purposes
 - Completion of relevant forms in accordance with Uniting policies and procedures
 - Performing tasks such as filing & correspondence
 - Maintaining accurate records case notes and ensuring these are entered on the relevant systems in the required time frames
 - Maintaining Case Files as per Uniting policy
- Other duties as directed

Quality and risk

- Use principles of best practice to provide an innovative and responsive program
- Maintain current and accurate case notes, records and statistical information
- Undertake review and evaluation of program and professional practice
- Respect the diverse needs of all community groups and individuals to ensure that their needs are met in an inclusive and sensitive manner
- Participate in agency quality accreditation processes
- Report areas of serious risk to next level supervisor and work together to mitigate those risks

People and teams

- Provide On-Call After-Hours availability to DFFH and Agency clients
- Participate in regular supervision, review and individual planning, including the identification of training needs, provided by Line Management
- Participate and operate effectively within a team environment and attend and contribute to team meetings
- Promote and maintain a positive, respectful and enthusiastic work environment
- Develop and maintain effective working relationships with key stakeholders including clients, families, community service organisations, relevant professionals and government agencies

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 the position

5. Person specification

Position Description

Home Based Care Placement Support Worker

Qualifications

- Bachelor qualifications in Social Work / Welfare or related field or willingness to engage in further study

Experience

- Experience in working with vulnerable children, young people and families and the ability to work flexibly to meet their needs
- Demonstrated experience and knowledge in a case management role
- Understanding of the legislative requirements of the Children, Youth and Family Act 2005
- Knowledge of a range of theoretical approaches relevant to working with infants, children, young people and families, including but not limited to attachment theory, strength-based approach, infant mental health and trauma informed practice
- Demonstrated knowledge of practices to engage and assure the cultural safety of clients from a diverse range of backgrounds, including those from an Aboriginal, Torres Strait Islander or CALD background, or the LGBTI community
- Capacity to liaise and develop effective networks and working relationships with other professionals and support services
- Ability to self-reflect and actively engage in reflective practice

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values respect the uniqueness and value of every individual; establish and maintain right relationships that enable people to be influential in their own support arrangement and ensure they are treated with dignity and respect; build on strengths and abilities of all; demonstrate transparency and accountability
- **Consumer Centeredness** – foster, promote and implement a culture that keeps consumers at the centre of everything we do; demonstrates an awareness of and prioritises the needs of consumers; focuses on optimal outcomes for consumers
- **Stakeholder Relationships** – Strong negotiation and influencing skills; ability to engage, build and maintain strong, mutually beneficial relationships with stakeholders; track record of being able to sustain positive, collaborative and effective relationships; capacity to position Uniting as a trusted advisor to peak bodies and key stakeholders in the sector including government and funding bodies; promotes harmony and consensus through diplomatic handling of disagreements; builds trust through consistent actions, values and communication
- **Communication** – Strong and clear communication skills with the ability to build positive professional relationships with key internal and external stakeholders; excellent interpersonal skills; high level written and verbal communication skills; ability to conduct presentations; ability to prepare high quality business cases and reports
- **Administrative skills:** Excellent organisational skills; High level of attention to detail and accuracy; experience in handling sensitive information and maintaining privacy; knowledge of Client Management Systems / Databases or the ability to quickly develop competency in use of such systems; high level computer literacy skills including demonstrated experience in Microsoft Office; well-developed literacy and numeracy skills

Other Requirements

- Legal eligibility to work in Australia
- Current Australian Driver's License
- A satisfactory national police records check is a condition of this position and is repeated every three years and International police check if required
- Current working with Children check (Victoria)
- Compliance and understanding/familiarity with organisational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health and Safety)

6. We are a child safe organisation

Position Description

Home Based Care Placement Support Worker

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	Manager
Name:		
Signature:		
Date:		