

Position Description



Title	Kinship Care – Senior First Support Case Manager
Business Unit	Children, Youth and Families
Location	126 Raymond Street Sale
Employment type	Ongoing Fulltime Position
Reports to	Practice Leader Home Base Care

1. 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 celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, 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

2. Position purpose

This position will be responsible for working within a new model of Kinship Care (*First Supports*). This model of care will be available to new statutory kinship care placements expected to last longer than three months. First Supports includes timely comprehensive assessment, identification of needs, access to family services, and flexible brokerage up to \$1,000 to help establish placements

The main objectives of the new kinship care model are to:

- Identify kinship networks early
- Strengthen reunification, where appropriate
- Promote placement quality and support children and young people living with kinship families to thrive
- Promote placement stability, including reducing the likelihood of entry into residential care.

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This position will be responsible for the supervision and support for the Kinship Case Managers.

3. Scope

Budget:

TBC

People:

2 Kinship Case Managers

4. Relationships

Internal:

- Uniting employees / volunteers

External

- Clients and their families / Kinship Carers
 - Child Protection
 - Government Funding Bodies
 - Other Community Service Organisations as required
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5. Key responsibility areas

Service delivery

- To identify any risk factors within the kinship household.
- To make an informed decision about the potential strengths and weaknesses of the placement.
- To provide recommendations to Child Protection about the suitability of the placement, carers' ability to meet the needs of the child and engagement in planning regarding maintenance of the Placement
- To identify any necessary supports to enable the success of the placement
- To identify the needs of the child and assess whether a higher care allowance level may be required and a special negotiated adjustment request made
- To complete a family genogram (where required)
- Assist the kinship carer to adjust to having a child (or another child) in their home and to deal with any emerging issues (e.g. relationship difficulties or family conflict)
- Assist the child to settle within the placement and respond to the child's developmental needs (eg, health care, school, age appropriate activities)
- Assist with explaining to the child the reasons for the kinship care arrangement
- Assist the kinship carer to manage contact arrangements with the child's family
- Facilitation of a care team
- Practical support and/or material aid
- Information, advice and advocacy
- Referrals to other services.

Finance and Administration Management:

- To record all brokerage expenditure by providing itemised details for each item purchased per kinship care household, with funds to be acquitted at the end of the financial year

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- Prepare program and project budgets, and reviews financial performance.
- Aims for appropriate use and sustainability for all finance and other agency resources and assets
- Maintain comprehensive professional case files and client records, including data collection according to program requirements.
- Articulate clear and persuasive messages about key issues when working with clients

Quality and risk

- Monthly reporting to the funding body
- Ensure all legal obligations and compliance requirements are met. Ensure relevant policies and procedures reflect legislative and other regulatory requirements and that they are made available to all staff and managers, are understood and adhered to

People and teams

- Establish, lead, coach and inspire an engaged and productive team
- Lead the team in leading practices and effective process governance
- Provide support, guidance, coaching, leadership and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

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.

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6. Person specification

Qualifications

- Post-secondary qualifications in Social Work / Welfare or related field.
- Satisfactory National police check and Victorian Working with Children Check.

Experience

- A demonstrated knowledge and understanding of issues surrounding the out-of-home care system / family services and the available resources and services in Gippsland.
- Demonstrated ability to communicate effectively with adults, adolescents, children and sector representatives.
- Experience in the provision of support to children, youth and their families with multiple and complex needs.
- Strong skills in needs, risk and safety assessments of children, young people and their parents within the context of the Best Interest Framework.
- Demonstrated experience to provide leadership to others.

Core selection criteria

- **Values alignment:**
 - ability to demonstrate and authentically promote Uniting's values
- **Communication**
 - Effective verbal and written communication skills.
 - Strong interpersonal skills including a high level of self-awareness.
 - Demonstrated ability to relate positively to a large range of people from diverse backgrounds
- **Organisational Skills**
 - Ability to manage competing priorities and meet deadlines.
 - Ability to manage programs/services, staff and budgets
- **Team Building**
 - Commitment to collaborative multi-program and agency work practices.
 - Demonstrated ability to participate in a multi-skilling learning environment.
- **Service Delivery**
 - Strong understanding of Child, Youth and Families Act 2015 and the Best Interest Principles Framework.
 - Proven track record in engaging 'hard to reach' families and assertive outreach

7. 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 Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

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

8. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:		
Signature:		
Date:		