

Position Description

Title	Kinship Care Case Worker
Business Unit	Child, Youth and Family Services
Location	648 High Street, Reservoir
Employment type	Full Time, Ongoing
Reports to	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 Senior Practitioner Kinship Care is responsible for the provision of supervision, practice support, guidance and mentoring of direct care staff to ensure work with clients is high quality, clinically sound and outcome focused. This role contributes to the best interests of the child, family focused, culturally sensitive practice to improve client outcomes for children and young people and their Kinship Carers and families. Oversight in service provision includes ensuring risk is appropriately and quickly identified and responded to, staff are well supported, and high standards of practice care are followed.

The Senior Practitioner also has a caseload of families and provides case contracted case management for Kinship Care placements.

2. Scope

Budget: Nil

People: Nil

3. Relationships

Internal

- Team Leaders and Senior Practitioners
- Senior Manager

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- Group Manager
- Other Uniting staff

External

- DFFH Child Protection Practitioners, Case Contracting
- Community services
- Kinship families
- Other key stakeholders

4. Key responsibility areas

Service delivery

- Delivery of the Kinship Care case work for a caseload of clients as directed by the Team Leader.
- Delivery of case contracted case management based on 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.
- Work within a culturally safe framework in partnership with family members, specialist and universal service providers utilising principles of the Aboriginal family led decision making and self-determination.
- Work within the prescribed relational model of connecting and linking families to build safety and empower and create meaningful opportunities that build upon their strengths.
- Strengthen the family's connection to community by meaningful engagement with community supports that will sustain the family over time and be culturally appropriate.
- Work with children young people and kinship families to support goals and tasks in line with the Child Protection case plan and Care Team; actively seek out the voice of the child and young people, advocating for their voice to be heard.
- Ensure needs of carers are heard, documented and addressed
- Ensure all service provision is inclusive of birth parents and extended family where appropriate, especially siblings, based on child/young person's best interests, case plan and court order
- Maintain effective risk assessment of all child/young person's safety concerns and liaise regularly with Child Protection, kinship carers and the care team to address safety and wellbeing concerns
- Establish and lead care teams in line with program requirements
- Advocate for appropriate service responses for kinship carers, children, young people and their families
- Supervise child and family contact as required
- Develop relationships with children and young people, consult them about their safety and wellbeing on an ongoing basis
- Prepare written assessments, draft case plans, client quarterly reports, LAC documentation, court reports and other reports and data as required
- Work collaboratively with Child Protection
- Prepare reports, service documents and maintain accurate and up-to-date client records and case notes
- Identify opportunities for financial assistance and brokerage for families and advocate to DFFH for access to client brokerage
- Undertake Higher Duties as requested
- Other duties as required

Staff supervision

- Ensure direct reports participate in regular supervision and are supported and mentored to undertake their roles and responsibilities
- In conjunction with the Team Leader provide live coaching and support for Kinship Care Workers in outreach activities, care team meetings and complex tasks in cases that are high risk, have multiple needs and when Case Workers identify they need additional support.
- On advice from the Team Leader make timely allocations to individual case workers

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- Provide key information for data reports and regular program capacity reports to the Team Leader

Quality and risk

- Participate in regular supervision with Team Leader
- Maintain accurate and up-to-date case notes, care plans and other case documentation
- Support staff to fulfil program requirements for maintenance of case records, statistics and other data gathering requirements, including the use and maintenance of records on CRIS and CIMS
- Participate in relevant meetings, panels and consultations
- Contribute to the development and review of client feedback responses
- Support and participate in the Agency's continuous quality improvement process.
- Participate in team reflective practice
- Participate in the development of individual Performance Development Plans
- Ensure the highest quality of service provision through a commitment to organisational values, policy and procedure adherence, and maintenance of positive relationships with key stakeholders.

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.

5. Person specification

Qualifications

- A degree in Social Work, Psychology or a related tertiary qualification relevant to child and family welfare

Experience

- Demonstrated ability as a senior level practitioner in the child, youth and family welfare field, minimum 3 years
- Preferred relevant experience in supervision of staff
- Experience in working with vulnerable children and families in community service sector in care services and/or case management
- Demonstrated experience in engaging with families successfully and an outreach model of service

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- 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
- An understanding of the 'Best Interests' Case Practice Model and Children Youth and Families Act (CYFA) 2005 and 2015 amendments
- Advanced 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
- **Leadership:** Demonstrates authentic leadership as a senior worker within the team, committed to supporting practitioners with complex challenges
- **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 driver's licence valid in Victoria

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: