

## Position Description

<b>Position</b>	<b>Placement Support Case Worker</b>
<b>Program</b>	<b>Kinship Care</b>
<b>Location</b>	<b>Geelong West</b>
<b>Date</b>	<b>July 2021</b>

### About Bethany

Bethany Community Support Inc. is a vibrant community service organisation based in Victoria that provides a broad range of prevention, intervention, support and educational services to children, young people, families and individuals.

### Our Purpose

Working together to meet the changing needs and aspirations of people in their communities.

### Our Values

- **Courage**                We take action and stand up for what we believe
- **Respect**                We value people and build on their strengths
- **Integrity**               We are open, fair and just in everything we do
- **Innovation**            We develop new ways of working to make a difference
- **Collaboration**        We work together to improve outcomes

### Bethany's Diversity Statement

At Bethany we celebrate diversity and innovation. We embrace creating a connected organisation which enables all service users, employees, students, contractors, and volunteers to feel safe from discrimination. We support an inclusive environment where people of all genders and ages, people living with a disability. First Nations people and people from LGBTI and CALD communities feel empowered to contribute their experiences and ideas; knowing that these will be valued.

### Bethany's statement of commitment to child safety

Bethany Community Support is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

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### Position Objectives

The Kinship Care Placement Support Case Worker, under general direction from senior staff is responsible for providing support to children and young people placed with kinship carers approved by the Department of Human Services through:

- The completion of carer assessments for new kinship carers within the First Supports component of the program.
- Working collaboratively with children, young people, extended families and professionals to establish and maintain kinship care placements;
- Providing a range of information, education, referral and support activities to kinship carers in Geelong, Surf coast, Colac and Corangamite areas;
- Providing direct case management support for children who are in longer term placements including supporting move to permanency arrangement.

The Placement Support Case Worker is part of the Kinship Care team, which is located within the Practice Development and Family Connections Division and reports directly to the Team Leader, Kinship Care. The Kinship Care Service provides service within the City of Greater Geelong, Borough of Queenscliff, Surf Coast, Colac and Corangamite Shires.

The two key goals of Kinship Placement Support are to:

1. Provide statutory kinship care placements the best possible start and to encourage them to become self-managing within the first six months of establishment, to enable the minimum level of ongoing professional intervention from the formal service system.
2. To provide long term kinship care placements vulnerable children, as a result of Child Protection involvement. These placements are monitored and supported to ensure they meet each child's ongoing safety, stability and developmental needs, whilst also ensuring that case contracted case management obligations are met.

The components of the program include:

- Information and Advice to Kinship Families,
- First Supports which supports new kinship placements up to six months undertaking a comprehensive assessment;
- Provision of family support interventions and referrals to other services as needed.
- Case contracted support to statutory kinship care placements with the aim of achieving permanency where appropriate.

The program operates under the Child Youth and Families Act (2005), the (DHS) Best Interests Case Practice Model and the Looking After Children (LAC) framework. Practice is also underpinned by the principles of family led decision making, family inclusive practice, integrated and collaborative practice, with a primary goal of enabling family self-management and permanent outcomes for the child.

### Key Responsibilities

- Hold a mixed caseload with the majority of First Support assessments and a small caseload of contracted cases.

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- Work under general direction and in collaboration with Senior Case Workers and Supervisors to seek advice and support for complex cases.
- Provide placement support and assessment during establishment phase for up to 6 months, case contracted transitional support or long term contracted case management, including the utilisation of Looking After Children (LAC), facilitating family meetings and family decision making processes that ensure optimal available supports are identified and linked in for the kinship carers
  - Provide quality contracted case management demonstrating understanding and knowledge of: issues relating to the placement of children in alternative placement contexts and key themes for kinship care arrangements
  - theories and frameworks of child development, attachment, trauma, loss and grief and permanency planning principles
  - the relationship between resilience, risk factors and protective factors
  - the Best Interest Case Practice Model, family decision making principles, strengths based, child centred and family focused approaches
- Work collaboratively with children, their families, the community and other professional to ensure the cultural and best interests of the children are being met
- Operate within the legislative requirements of Child Safety and Children Youth and Families Acts (CYFA) 2005
- With guidance from senior staff where required, assist kinship carers to;
  - resolve issues impacting on carer's capacity to meet children's ongoing safety, stability and development needs
  - become self-managing with minimal need for ongoing professional involvement as soon as possible.
  - (in collaboration with Child Protection) to assume guardianship either by utilising appropriate Family Law options or seeking a Permanent Care Order in the Children's Court, including undertaking permanent care assessments
- Liaise with DHHS Child Protection and build links with other relevant services that are required to support each kinship family
- Participate in roster for the provision of the After Hours On-Call support to kinship care placements (weekly rotation shared across team members – (approximately each 8-9 weeks)
- Meet the reporting requirements of the program using CRIS/SP/IRIS and LAC
- Actively participate in regular informal and formal supervision and annual performance appraisals
- Support and participate in the agency's continuous quality improvement process
- Make an active commitment to the development and maintenance of a cohesive team and participate in team and agency meetings, staff development and team planning
- Operate within the agency's values, policies, standards, procedures and guidelines
- Other duties as required.

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### Key Selection Criteria

#### *Essential*

1. A tertiary qualification in social work, psychology, or a related discipline
2. A satisfactory criminal records check, Working With Children Check.
3. A current Victorian Drivers Licence.
4. Solid understanding of strengths based, attachment and trauma informed, child centered, and family focused case work and case management and comprehensive understanding of relevant risk and needs assessment frameworks and their application. (Experience with these frameworks is highly regarded).
5. A sound knowledge of service responses and interventions that can positively impact on a child's development, and promote positive behaviour change and increased carer capacity.
6. An understanding of the inter-generational factors between extended family members that can promote and impede their capacity to collaboratively provide good care of a child.
7. Well-developed written skills to prepare detailed, logical and concise reports, case notes, court documentation and maintain client records and agency databases.
8. Proficient in the use of MS Office, databases and knowledge of a range of IT programs.

#### *Desirable*

1. Demonstrated experience working with and understanding the development and therapeutic needs of vulnerable children with complex and multiple needs who have experienced abuse and neglect.
2. Demonstrated experience and commitment to family led decision making processes.
3. Demonstrated ability to work cooperatively and effectively within and across teams, programs and external services to enhance client outcomes.
4. An understanding of the Children, Youth and Families Act 2005, including the information sharing provisions.

### Capabilities and Personal Attributes

- Well-developed communication skills that support independent practice and ability to work under pressure, and meet deadlines.
- Advocates and champions to achieve positive change
- Demonstrates commitment to social inclusion.
- Demonstrates respectful relationships and behaviour across the organisation.
- Is truthful and ethical and leads and reinforces expected standards of behaviour at all times.
- Generates ideas and solutions and takes advantage of new and emerging opportunities

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- Creates and sustains dynamic and productive relationships to maximise outcomes.

### Organisational Relationships

<b>Supervisor</b>	<b>Team Leader Kinship Care</b>
<b>External Liaisons</b>	Child Protection
<b>Stakeholders</b>	All Staff

### Conditions and Remuneration

<b>Salary</b>	This position is classified as an award payment on the Social Community Home Care and Disability Services Award 2010 with a salary range of, Level 5 Pay Point 1-3. Salary range is \$85,140.87 - \$89,007.30 per annum (pro-rata). In addition, the package also includes salary sacrifice as per government legislation.
<b>Ordinary Hours</b>	Ordinary hours of work will be worked between agency hours of 8am to 7pm.  Capacity to work flexible hours is a requirement of this role – some evening work may be required. Where appropriate, penalty rates will apply.
<b>Conditions</b>	Other conditions of employment as per the Bethany Enterprise Agreement.
<b>Travel</b>	Travel will be required to other Bethany offices and across the Barwon and Corangamite areas and other locations.
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>▪ Sit at a computer or in meetings for extended periods - Daily</li> <li>▪ Work in an open plan office - Daily</li> <li>▪ Work on call or after hours - Regularly</li> <li>▪ Driving - Daily</li> <li>▪ Outreach home visits - Regular/ Daily</li> <li>▪ Acknowledging the impact of Covid-19 restrictions, work may include remote access and Working from Home arrangements as required by the organisation</li> </ul>
<b>Right to work in Australia</b>	You must either be an Australian citizen; or have permanent residence status; or an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.

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### Employee Declaration

I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described in this document. Additionally, I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:

Signature:

Date: