

## Position Description

### DETAILS

<b>Position Title</b>	<b>Placement Support Case Worker</b>
<b>Directorate / Service / Program</b>	Kinship Care
<b>Reports to</b>	Team Leader/Coordinator Kinship Program
<b>Location</b>	Geelong West
<b>Classification</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. In addition, the package also includes salary sacrifice as per government legislation.
<b>Date Revised</b>	March 2024

### ABOUT US

Bethany Group and Barwon Child, Youth & Family (BCYF), are two of Geelong's oldest and well-regarded community support and early childhood education providers in the Barwon and Southwest regions in Victoria.

In March 2022, BCYF and Bethany Group (Bethany Community Support Inc. and Bethany Kindergarten Services Ltd.) agreed to a merger of the two organisations into a single entity known as BCYF – Bethany Limited. This decision followed a 12-month exploration and due diligence project and is seen as a collaborative merger of two equal partners with common objectives. The merger completion date, that is the transition to a new entity, is planned to be on 31 March 2023.

After extensive consultation and collaboration with our existing workforce and key stakeholders, the Purpose, Vision and Values for the new organisation have been developed. These will set the foundation for the formation of our new combined entity:

**Our Purpose:** Supporting people, strengthening communities.

**Our Vision:** A fair, safe and inclusive community where everyone can thrive.

**Our Values:** Build Connection, Show Courage, Inspire Action, Celebrate Difference, Be Dynamic.

### INCLUSION STATEMENT

BCYF – Bethany Limited are committed to being a place where everyone has a sense of belonging.

We embrace the unique perspectives and experience of our people and our community, and their voice is at the heart of our values and decision making.

We aim to be courageous as we learn, grow, and evolve as an accessible, inclusive and safe organisation for people of all identities.

We are working to create a team of people who reflect the diverse community we support. Aboriginal and Torres Strait Islander, LGBTQIA+, culturally diverse people, those living with a disability, and those looking to return to the workforce following a break in their career, are encouraged to apply for our roles.

### CHILD SAFETY STATEMENT

BCYF – Bethany Limited are committed to child safety in every aspect of the organisations. We take deliberate steps to protect children from physical, sexual, emotional, and psychological abuse and

neglect. Our organisation fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns.

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 and young people. This includes providing a safe environment for children and young people with a disability, who are Aboriginal and Torres Strait Islander, from culturally and/or linguistically diverse backgrounds or who identify as LGBTI+.

BCYF – Bethany Limited policies and practices promote the safety and wellbeing of children and establish an effective, consistent approach to prevent, respond to and encourage the reporting of allegations of child abuse and harm.

All children, their families and carers should feel welcome at BCYF – Bethany Limited, including feeling able to express their identity and raise concerns about their own or others' safety.

## POSITION OVERVIEW

The Placement Support Case Worker role is responsible for providing support for children and young people placed with kinship carers approved by the Department Families, Fairness and Housing (DFFH) through:

- Providing direct case management support for children in kinship arrangements and their carers in accordance with their case plan.
- Working collaboratively with carers, children, young people, extended families and professionals to establish and maintain kinship care placements.
- Delivering a range of information, education, referral, and support activities to kinship carers in Geelong, Surf coast, Colac, Otway and Corangamite areas.
- Undertaking comprehensive carer assessments, including reviews and Permanent care assessments with kinship carers, children and their wider family.

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

The three main objectives of the Placement Support Case Worker are to:

- 1) First Supports - Undertaking comprehensive assessments (Part B assessments) at the time placements are first made, assisting child protection to determine the suitability of the placement, and linking carers and children with a level of support specific to their needs.
- 2) Case Contracted - To case manage kinship care placements arranged as a result of child protection intervention. To ensure that kinship care placements meet each child's ongoing safety, stability and developmental needs. To enhance and build on the available informal and formal family and community supports for children living in kinship care placements.
- 3) Information and Advice services: Available for all kinship carers, the provision of information and advice regarding community resources to assist and support carers; facilitate and coordinate kinship carer groups and promote access to training/other resources.

The program operates under the Child Youth and Families Act (2005), the (DFFH) 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 ACCOUNTABILITIES

### Duties of this position may include, but are not limited to the following:

- Provide case management that demonstrates understanding and knowledge of:
  - issues relating to the placement of children in out of home care 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, carers, their families, the community, and other professionals to ensure the cultural safety and best outcomes for children are achieved.
- Provide comprehensive risk assessment in relation to safeguarding children and young people in line with the child protection manual.
- Participate in and bring skills and knowledge to carer support groups and other group activities and programs within the organisation.
- Operate within the legislative requirements of Child Safety and Children Youth and Families Acts (CYFA) 2005.
- Participate in roster for the provision of the After Hours On-Call support to contracted kinship care placements (weekly rotation of 10-12 weeks)
- Meet the reporting requirements of the program using CRIS/CRISSP and LAC (Looked After Children)
- 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.
- Other reasonable duties as directed

### Organisational Accountabilities:

- Apply BCYF - Bethany Limited quality and risk management frameworks.
- Understand and comply with the standards of a child safe organisation in both practice and culture.
- Active involvement in professional development to build knowledge and skills.
- Make decisions following the values, and the relevant standards, practices, policies, procedures, regulations, industrial instruments and legislation.

## QUALIFICATIONS, SKILLS AND EXPERIENCE

- A tertiary qualification in social work, psychology, or a related discipline and experience in a related role is an advantage.
- Well-developed communication and written skills. Competence in preparing detailed, logical and concise reports, case notes, court documentation and maintain client records and agency databases.
- Demonstrated experience in working with and understanding the developmental and therapeutic needs of vulnerable children who have lived with abuse and neglect.
- An understanding of the Children, Youth and Families Act 2005, including the information sharing provisions, child protection frameworks and practices underpinned by legislation.

## OTHER REQUIREMENTS OF THE ROLE

All employees must undergo and maintain a range of satisfactory checks as a condition of employment. These include:

- Working with Children Check
- National Police Check
- International Police Check (if required)
- Have the right to work in Australia

## KEY STAKEHOLDERS

- DFFH/Child Protection
- Schools and early education
- NDIS providers
- Police/SOCIT
- Children's Court Victoria.
- Various community agencies

## PHYSICAL REQUIREMENTS & ENVIRONMENTAL CONDITIONS OF THE ROLE

BCYF – Bethany Limited are committed to creating inclusive spaces that are accessible for everyone by reducing and/or removing barriers through reasonable adjustments.

The following table shows the physical and psychological work environment characteristics that have been identified as part of this role. Where possible, BCYF – Bethany Limited will make reasonable adjustments to support individuals to succeed in their roles.

Required activities / working environment	Frequency
<b>Computer based tasks, sedentary position, office based</b>	Often
<b>Repetitive manual tasks</b>	Sometimes
<b>Working in buildings which may have stairs</b> <i>(Reasonable adjustments can be made)</i>	Sometimes
<b>Driving, in &amp; out of vehicles</b> <i>(If driving is required, must hold current Victorian Driver Licence)</i>	Often
<b>Bending, lifting, pushing, pulling</b>	Rarely
<b>Working alone or at a co-located site</b>	Often
<b>Confrontational/confronting situations</b> <i>(Due to the nature of our work, there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)</i>	Sometimes
<b>Working outside in differing weather conditions</b>	Rarely
<b>Working oncall and/or after hours</b>	Sometimes
<b>Attending external locations including client homes</b>	Often

**Note:** The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.

## EMPLOYEE DECLARATION

I have read and understood this Position Description and in signing this document agree that I can fulfill all 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.

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>