



POSITION DESCRIPTION

Title:	Kinship Care Case Contract Worker
Business Unit:	Child, Youth and Family
Location:	Broadmeadows, 3047
Employment Type:	Full time on-going
Reports to:	Team Leader, Kinship Care

ABOUT UNITING

Uniting works 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.

Uniting is the services and advocacy arm of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

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, sexual orientation and gender identity. 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.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

POSITION PURPOSE

- To enhance and build on the available informal and formal family and community supports for children living in kinship family arrangements;
- To assist extended family networks to provide the best possible kinship care arrangements for children unable to live with their own parents with the minimum level of professional intervention from the formal service system; and
- To assist with the establishment, monitoring and support of the kinship care placements arranged for the most vulnerable children as a result of child protection involvement to ensure that they meet each child's ongoing safety, stability and developmental needs
- Kinship placement and support services for statutory placements arranged by Child Protection providing:
 - Placement establishment support up to 6 months
 - Case contracted case managed long term support or transitional support

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The case contracted component is the largest program component and has a high level of accountability to DHS Child Protection. The case management role involves facilitating care teams, high levels of case administration and complex casework with children, young people, their kinship carer's and families.

SCOPE

Budget: Nil

People: Nil **Relationships:**

Internal:

- Programs Managers and Team Leaders ☐ Uniting Staff External:
- Department of Health and Human Services
- Child Protection Agency
- Kinship Care Partner agencies
- Kinship Care families

KEY RESPONSIBILITY AREAS

Service delivery

- Work with a caseload of up to 12 families from the range of kinship service types, actively engaging families and children living in kinship care arrangements
- Persist to intervene wherever possible with families that are difficult to reach or engage
- Undertake Permanent Care assessments and contributing to carer assessments
- Facilitate and lead family decision making
- Develop and implement identified goals, care plans and case plans for both statutory and voluntary clients which specify the delivery of services to families
- Liaise with agencies involved with the family, especially DHS Child Protection and Kinship Care partner agencies
- Facilitate and advocate for the family's access to services
- Prepare written client/family assessments, case plan reports, statutory court reports and closure reports within expected timelines
- Provide evidence in court upon subpoena
- Supervise access as negotiated between DHHS and the Kinship Care program
- Make appointment times and arrangements that suit the client family whenever possible
- Lead and participate in recreational and other group work activities with carer's and children
- Undertake any Afterhours On-call duties on a rotating roster as required

Quality and risk

- Show respect to the family and communicate honestly, especially about child wellbeing and safety concerns and consequences
- Undertake ongoing holistic family and child centered assessments identifying strengths and risks in line with the Best Interests Framework, including Looking After Children, , Permanent Care assessments and contributing to carer assessments
- Keep the Kinship Care Team Leader and On-call Senior Manager advised of potentially critical situations involving families
- Ensure client feedback is sought and responded to according to Kildonan policies and procedures

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- Sight children on a regular basis and seek their views about their care and safety

People management

- Consult with the Team Leader or Senior Kinship Case Worker in relation to day to day operations
- Develop and maintain knowledge of community resources and networks

Personal

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees, founding agency employees and external stakeholders in accordance with Uniting's values and professional standards of behavior...
- 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 General Manager People and Culture.
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.
- Perform other functions in line with authorities, capabilities, and skills that will enhance the performance of Uniting.

PERFORMANCE INDICATORS

Service Delivery

- Fulfill program requirements regarding case records, statistics and other data gathering requirements, including the use and maintenance of records on CRIS and CRISP
- Ensure all service provision is inclusive of birth parents and extended family based on child/ young person's best interests, case plan and court orders

PERSON SPECIFICATION

Qualifications

- Relevant tertiary qualifications in Social Work or equivalent

Experience

- A minimum of 2 years relevant experience
- Demonstrated experience and skills in working with disempowered and vulnerable families
- Demonstrated experience in undertaking assessments that identify needs, strengths and risks in families and individuals

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values

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- An excellent understanding of the issues involved in statutory and voluntary casework with vulnerable children, young people and families in a community service context
- Capacity to engage and establish effective helping relationships, to undertake assessments, develop intervention plans and work with children, young people and kinship families to bring about change; including work with culturally and linguistically diverse communities
- Knowledge and experience of a range of relevant intervention strategies and frameworks including child and adolescent development, parent skill development, child abuse, alcohol and other drugs, family violence, crisis planning, ecological models, family systems
- Ability to network and establish collaborative working relationships with related services, especially the Department of Health and Human Services, Child Protection and other community services
- Highly developed adaptive interpersonal communication skills including the ability to engage and empower others
- Ability to be self-reliant, motivated and accountable in managing multiple tasks and meeting timelines and targets
- Excellent written and verbal communication skills
- Commitment and ability to work independently and as a member of a team
- High level of computer skills – intermediate to advanced including (Word/Excel/Outlook) and database management experience

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

Employee Name:		Manager Name:	Judy Walsh
		Title:	Programs Manager
Date:		Date:	03/07/2018
Signature:			

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 paid or unpaid work or participation in any service or undertaking.

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