

Position Description

Position title	Case Manager, Home Based Care – Barwon South West - Warrnambool
Document ID	PD-F-171
Program/Unit	Home Based Care
Classification	SCHADS Level 5, dependant on qualifications and experience
Position reports to	Home Based Care Coordinator

Organisational context

Established in 1997, MacKillop Family Services (MacKillop) strives to ensure all families are supported to provide children with a safe and permanent home, and the best possible start to their lives.

Continuing the child and family welfare programs of our three founding agencies – the Sisters of Mercy, the Sisters of St Joseph and the Christian Brothers – we provide early intervention programs to support the most vulnerable families, and provide education, disability support, home-based care and out of home care for vulnerable children and young people in Victoria, NSW and WA.

MacKillop has almost 1,500 staff, operating out of more than 50 sites, and has forecast annual revenue for the 2019/20 financial year of over \$145 million.

Just like our founders, we are deeply committed to our work, and are driven by social justice. We believe every child should be protected from abuse, neglect and exploitation, and are a child-safe organisation that is committed to protecting and advocating for the best interests of children and families across all our programs.

Our work is underpinned by our values, and by a deep understanding of the impact of trauma, informed by the Sanctuary Model. Sanctuary is a blueprint for organisational change, which supports organisations to provide a safe, non-violent environment for people affected by trauma. It also supports staff and carers to form communities that are safe and caring, and to maintain a culture that reflects these qualities at every level within the organisation. MacKillop is the only licensed provider of training in the Sanctuary Model in Australia.

Our vision

All children, young people and families are safe, thriving and connected to culture and community. MacKillop Family Services will care compassionately, respond large-heartedly and advocate courageously.

Our values

Justice: We believe in the right of all people, regardless of belief or culture, to be treated justly and fairly;

Hope: We commit to creating an atmosphere of hope where people find meaning in their experiences and relationship;

Collaboration: We commit to working in a collaborative spirit through cooperation, coordination, and partnership;

Compassion: We commit to creating an attitude of openness to others and to their circumstances; and

Respect: We seek to listen and learn from each other and to build relationships with respect.

Position purpose

MacKillop's Out of Home Care (OOHC) Division provides home based care and case management support for young people with high and complex needs, and a therapeutically oriented program for young people in protective placements.

This position is situated within Home Based Care Barwon South West program and reports to the Home Based Care Coordinator. While the preference is a full time worker for the right candidate .8 will be considered.

Primary objectives

This role is responsible for case management within a therapeutic and trauma informed model of care. It is responsible for supervision of caregivers, caregiver assessment, contribute to overall service development and commitment to best practice in Occupational Health and Safety.

Key result areas and responsibilities

The Case Manager will:

Case Management

- Receive referrals and make assessments and intake arrangements for foster care placements in conjunction with Coordinator.
- Develop and implement a Looking After Children (LAC) Care Plan for each child within their case load as appropriate
- Supervise and support foster care placements, foster parents and where required the child's birth family.
- Monitor and regularly review each placement against the LAC Care Plan and DHHS Best Interests Plan.
- Maintain an up to date knowledge of the development of each child / young person as appropriate.
- In accordance with the foster care goals, prepare for and implement transition to permanent placement for children.
- Meet the statutory requirements of foster care and case management.
- Undertake appropriate case recording, data entry and retrieval in accordance with program procedures, including CRISSP and CRIS.

- Develop and maintain skills and experience in key specialist areas such as attachment disorders, child sex abuse, physical and emotional abuse and substance abuse.
- Work specifically with all community respites within the service providing support to respite carers and their placements
- Prepare reports for Department of Health and Human Services (DHHS) in relation to allocated cases, where appropriate.

Caregiver Assessment and Support

- Ensure monthly and regular supervision is provided to caregivers.
- Participate in assessment of prospective caregivers.
- Write caregiver assessment reports.
- Present prospective foster families to panel.
- Present pre-accredited training and on-going training.

Team Participation

- Participate in a team approach to service delivery and actively support the Sanctuary model in all aspects of the work in line with the seven Sanctuary commitments; Open Communication, Nonviolence, Emotional Intelligence, Social learning, Democracy, Social Responsibility, and Growth and Change.
- Constructively participate in supervision with the Home Based Care Coordinator Southern Out of Home Care Services. Participate in appropriate professional development opportunities and performance appraisal.
- Foster a spirit of cooperation with open communication and conflict resolution skills.
- Show enthusiasm, passion, motivation and commitment to give things a go. Be a strong member of our team.

Service Development

- Participate in the development and review of procedures, standards and policies for the Home Based Care service.
- Contribute to policy and program development and best practice standards within the organisation.
- Develop and maintain knowledge of practice, policy and program direction changes in the wider field of Foster Care.

- Participate in program and service reviews.
- Attend appropriate program meetings.
- Participate in appropriate community meetings, forums and committees.

OHS Responsibilities:

- Take all reasonable and practical steps to ensure the workplace is safe in accordance with OH&S policies and procedures and ensure regular consultation with the OH&S representative.
- Ensure a proactive and timely response to OH&S issues raised by staff.
- Participate on MacKillop Family Services OH&S committees as required.
- Ensure the correct and timely local implementation of WorkCover and Rehabilitation / Return to Work policy and procedures.
- Ensure OH&S responsibilities and objectives are addressed as part of regular supervision and as a leading item on all team meeting agendas.
- Ensure the implementation of required OH&S audits eg Fire Safety.

Other

- Be available to undertake higher duties and / or secondment within MacKillop Family Services.
- Undertake some evening work when required.
- Undertake other duties as required.

Key selection criteria

The incumbent will have:

- A knowledge and understanding of Aboriginal culture and values and an awareness of the current issues faced by Aboriginal children, young people and their families
- If you have an appropriate tertiary qualification in social work, community services or equivalent
- Sound professional knowledge and theory base.
- Experience in child welfare practice would be highly desirable.
- Professional casework skills including knowledge of LAC and CRISP/CRIS
- Ability to work in a multi-disciplinary team setting.

- Excellent communication skills, both verbal and written.
- Excellent interpersonal skills, with a demonstrated capacity to work collaboratively with others and exercise influence in a diversity of contexts.
- Ability to participate collaboratively and constructively within teams of peers, staff and other stakeholders, as well as initiative and effective personal judgement when working alone.

Other information

The incumbent is required to:

- Sign and actively abide by MacKillop's Code of Conduct.
- Observe and actively support MacKillop's P.8 People and Workplace Policy.
- Attend mandatory and other training as required.
- Actively participate in MacKillop's Bid Management process as required.
- Participate in and promote continuous quality improvement processes.
- Promote an environment that is culturally safe and strengths focussed.
- Abide by principles and commitments of the Sanctuary Framework.

The incumbent must possess a:

- Valid and current Victorian Driver's Licence.
- Valid and current Victorian Working with Children Card.
- Satisfactory criminal history check conducted by MacKillop Family Services.

Approval

• Approver's full name:	Jennifer Ryan	Date:	15 September 2020
Approver's position title:	Acting Area Manager		
Incumbent's full name:			
Incumbent's signature:		Date:	



MacKillop Family Services acknowledges Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the Traditional Owners and Custodians of the land on which we live, work and play. We pay our deep respects to Elders past and present and acknowledge all Aboriginal children, young people, families and staff who are a part of MacKillop Family Services.