

Position Description

Position Title:	Case Manager, Kinship Care
Program/Section and/or Portfolio:	Family and Community Services
Location:	Swan Hill. Travel to other locations will be required.
Reports To:	Team Leader, Family Services and Kinship Care
Award and Classification:	<i>Social, Community, Home Care and Disability Services Award 2010, Level 4</i>

This Position Description intends to describe the general scope, level of work, accountabilities and responsibilities of the position. It does not necessarily include all duties and responsibilities.

This Position Description may be altered in accordance with the changing requirements of the position.

About CatholicCare Victoria

CatholicCare Victoria is a leading and influential provider of charitable and social services in Victoria. The *Mission* of CatholicCare Victoria is to build communities that recognise and nurture the dignity of each person. Our employees share our *Mission* for a stronger, more inclusive society through supporting individuals, families and communities in times of need, especially those who are most disadvantaged, vulnerable and/or marginalised.

CatholicCare Victoria delivers excellence in a broad range of child, family and youth services, family relationship services, school counselling and pastoral care services, social housing, employment and advocacy services across various office locations and delivery sites in Victoria.

CatholicCare Victoria draws on the principles of Catholic Social Teaching to inspire and direct our endeavours. We value and respect human dignity, and embrace diversity in an inclusive work environment.

About the Program/Section

Kinship Care is the care provided by relatives or a member of a child's broader network when a child cannot live with their parents. Statutory Kinship Care placements occur when Child Protection intervene, and a decision is made that a child is placed or remains with a relative or other community member.

First Supports is a program delivered by Community Service Organisations and Aboriginal Community Controlled Organisations, to support new kinship placements. First Supports includes the completion of the Part B comprehensive assessment where the placement is likely to last three months or longer, the provision of up to 110 hours of family services support, and flexible brokerage to purchase items or services to maintain and promote the stability of the placement.

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The objectives of the First Supports model include:

- identify kinship networks early
- strengthen reunification, where appropriate
- promote placement quality, and support children and young people living with kinship families to thrive.
- promote placement stability, including reducing the likelihood of entry into residential care.

Case contracted Kinship Care placements are supervised and supported by a community service organisation. A care team is established for each child in care. Identifying a permanency objective, seeking its achievement, and reviewing and changing the objective where necessary, is part of the case planning process. This should comply with the decision-making principles set out in the Child Youth and Families Act 2005, by ensuring the child, their parents, and their carers, are encouraged and/or enabled to contribute to the decision-making process, and that their views are given proper consideration in a fair and transparent collaborative process.

Position Summary

To support Kinship Care families to care for children’s safety, stability, and development. To provide new kinship placements with family services support, and flexible brokerage, which will maintain and promote the stability of the placement. The position will also supervise and support case contracted Kinship Care placements to achieve permanency for children in out-of-home care. The position requires regular travel outside the office base to provide outreach to client homes or other designated outpost facilities.

Key Result Areas and Responsibilities

The order in which key result areas and responsibilities are listed is not necessarily significant.

Key Result Area	Key Responsibilities
Client Services	<ul style="list-style-type: none"> • Facilitate access through assertive outreach and flexible service delivery. • Provide case management to new Kinship Care placements. • Provide case management to long-term statutory kinship placements. • Facilitate child-focused needs assessments to inform collaborative goal setting and implement service plan. • Develop and review client-centred plans which guide the support provided to children and their families. • Deliver trauma-informed evidence-based practice and coordinate wraparound care teams. • Assist Kinship Carers and extended family members to become a self-managed care team. • Support kinship families to strengthen family relationships and community support networks. • Adhere to Kinship Care practice guidelines, including the Best Interests Case Practice Model and relevant guidance in the Child Protection Manual. • Exhibit empathy, active listening, responsiveness to non-verbal cues, summarise and seek clarification. • Tailor questions and key messages to clients or the specific audience, ensure information is accessible and reliable, elicit and respond to feedback. • Develop and review client’s progress goals, using agreed outcomes measures and other relevant tools. • Provide culturally adapted services to Aboriginal and Torres Strait Islander families. • Provide tailored and appropriate responses to families from culturally

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	<p>and linguistically diverse backgrounds.</p> <ul style="list-style-type: none"> • Maintain client data and information as required by legislation and funding body requirements. • Maintain awareness of resources and services available to Kinship Care families. • Provide program information to key stakeholders and the broader community about the service.
Team Work	<ul style="list-style-type: none"> • Provide client-centred services aligned with the vision, mission, and values of CatholicCare Victoria. • Complete tasks which will achieve objectives of the service and realise CatholicCare Victoria's organisational goals. • Participate in collaborative problem-solving and conflict resolution. • Attend ongoing professional development and best practice supervision. • Participate in evaluation processes to improve client outcomes, service responsiveness, flexibility, and staff satisfaction. • Participate in carer networking and/or support group activities.
Administration	<ul style="list-style-type: none"> • Ensure the accurate and timely entry of data as outlined in organisational and program guidelines. • Ensure written information, including electronic case notes, are accurate, concise, uses plain language, and is proofread for record-keeping and distribution purposes. • Actively participate in organisational meetings and activities as required. • Actively support the effective delivery of the Kinship Care service. • Be available to work flexible hours depending upon participant needs. • Participate in the organisation's performance management system, including regular supervision in order to define annual objectives and professional development goals. • Participate in professional development programs that assist the organisation to achieve its goals.

The position is also required to perform other duties as lawfully and reasonably directed.

Reporting and/or Supervision Relationships and Authority

Reporting Relationship:

The position reports to and works under the general direction of the Team Leader, Family Services and Kinship Care.

Authority:

The position exercises a degree of autonomy. Significant decisions require the approval of the Manager (or other person's acting with the Manager's authority).

The position is required to work within the relevant delegations policy, procedure and guidelines of CatholicCare Victoria.

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Stakeholder Relationships

Internal Relationships:

- Operates as a member of a team.

External Relationships:

- Interagency collaboration with Child Protection, and specialist child and family services providers, including education and healthcare, in accordance with the protection order and case plan.
- Represents CatholicCare Victoria in external forums.

Organisational Responsibilities of the Position

Workplace Health and Safety (WHS)

CatholicCare Victoria is committed to the health, safety and wellbeing of employees, volunteers, contractors, clients and other people within our workplaces. The position is required to perform the responsibilities of the position adhering to the *Occupational Health and Safety Act (2004)*, in particular to:

- take reasonable care for your own and others' health and safety within the workplace;
- take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others;
- cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace;
- report all injuries, illness, near misses or hazards as per CatholicCare Victoria policies and procedures; and
- participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

Cultural Safety and Respect

CatholicCare Victoria acknowledges the history, culture, diversity and value of all Aboriginal and Torres Strait Islander Peoples, and pays respect to their Elders past and present, as well as acknowledging future generations.

The position is required to work with Aboriginal and Torres Strait Islander Peoples in a culturally safe and respectful way.

Safety of Children, Young People and Vulnerable Adults

CatholicCare Victoria is committed to the safety of children, young people and vulnerable adults.

The position is required to perform the responsibilities of the position adhering to the *Catholic Safeguarding Standards, National Principles for Child Safe Organisations, Child Safe Standards* and any other relevant standards and/or legislation.

Risk Management, Accreditation and Quality Improvement

The position is required to actively participate in risk management, accreditation and quality improvement processes, procedures, systems and initiatives, including reporting risks, incidents and feedback in a timely and responsible manner.

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Policies, Procedures and Legislative Requirements

The position is required to undertake the responsibilities of the position adhering to all CatholicCare Victoria policies, procedures and practice guidelines and relevant standards and/or legislation including, but not limited to:

- *Code of Ethics and Conduct for CatholicCare Victoria*;
- information privacy and confidentiality;
- Equal Opportunity, anti-discrimination and anti-bullying; and
- inclusion and diversity.

Key Requirements

Qualifications and/or Training

1. Tertiary qualification in community services, psychology, social work, or child welfare.

Experience

2. Demonstrated experience in care coordination or case management, including intake, assessment and case planning within the Best Interests Case Practice Model, and the application of risk and needs assessment frameworks.

Knowledge, Skills and Attributes

3. Knowledge of contemporary child development theories, the impact of childhood trauma and evidence-based practice.
4. 4. Understanding of funding body practice guidelines for Out of Home Care (OOHC) services.
5. 5. Highly developed interpersonal, verbal, and written communication skills.
6. 6. Demonstrated efficient time management and productivity achievements.
7. 7. Ability to use the Microsoft Office windows operating environment, including Word, Excel, and PowerPoint, for written documents, data entry and delivering presentations.

Child Safety

8. Demonstrated commitment to the safety of children, young people and adults in a respectful and inclusive environment for all diversity groups in accordance with the *Catholic Safeguarding Standards*, *National Principles for Child Safe Organisations*, *Child Safe Standards* and any other relevant legislation.
9. Demonstrated knowledge and application of child safe legislation, principles, standards and practices.
10. Demonstrated understanding of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

Other Requirements

- Current driver's licence.
- Current Victorian Working with Children Check.
- Current Australia-wide Police Check.
- A Statutory Declaration (provided by CatholicCare Victoria) to declare that: you have not lived overseas for more than 12 months in one country; OR if you have lived overseas for more than 12 months, that you have no criminal history overseas.

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- International Police Check (where applicable).
- NDIS Screening (where applicable).
- Disqualified Carer's Check (where applicable).
- Right to Work in Australia.

Please note, CatholicCare Victoria will conduct the Police Check/s and Disqualified Carer's Check.

It is the incumbent's responsibility to maintain a current valid Driver's Licence, Victorian Working with Children Check and Right to Work in Australia.

The incumbent is required to agree to undertaking a Police Check every three (3) years (or earlier to comply with specific contractual or legislative obligations and requirements).

Signatures

This section is to be signed upon appointment:

Name:	
Signature:	
Date:	

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