

Position Description

Position Title:	Case Manager
Program/Section and/or Portfolio:	Adoption and Permanent Care
Location:	Footscray. Travel to other locations will be required.
Reports To:	Team Leader, Adoption and Permanent Care
Award and Classification:	<i>Social, Community, Home Care and Disability Services Award 2010, Level 5</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 Adoption & Permanent Care Services

The Adoption and Permanent Care Program is statewide and provides a range of services to individuals who are interested in pursuing Adoption/Permanent Care or who are wishing to access their Adoption records. The program works alongside Department of Justice and Community Safety – Adoptions Victoria, as well as Department of Families, Fairness and Housing. The program delivers Permanent Care Information Sessions, Training and Assessments for Applicants who meet established criteria. The program delivers Options Counselling for anyone who is considering relinquishing their child for Adoption.

Position Summary

This position will provide a State-Wide full case management service to adoptive persons, infants and children who require placement through adoption or permanent care; including counselling and support for their biological families, and recruitment, training and assessment of potential caregiver applicants.

It will organise and facilitate linking and transition processes for placements and to supervise and support caregivers and children in placement. As well as provide information, search and counselling services to adoptees, adoptive parents, biological parents and relatives.

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As this is a state-wide service, the position will require staff to undertake a degree of travel and out-of-hours visits.

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
Service Delivery	<ul style="list-style-type: none"> • Provide Adoption Information Services to people seeking information in relation to past adoptions. • Participate in information and educational sessions for prospective adoptive and permanent care applicants. • Undertake detailed assessment, report writing and presentation of adoptive and permanent care applicants to an Accreditation Panel. • Undertake detailed assessment of children referred for placement. • Plan and facilitate introduction of a child into a new family, supervise and support the placement as required. • Liaise with the Department of Justice Community Services, and Department of Families, Fairness and Housing personnel and other stakeholder agencies in relation to case management. • Co-ordinate and supervise access arrangements for children and parents. • Support the biological family of a child/children as required. • Provide relevant program services and statutory counselling to persons considering relinquishment of a child for adoption, or seeking to have access to their Adoption Records. • Participate in publicity of children requiring placement as required.
Reporting/Data Collection	<ul style="list-style-type: none"> • Provide detailed clear and precise professional reports to the DHHS and attend the Children's Court as required. • Maintain up-to-date case notes, reports and files in a professional and timely manner.
Program Development and Quality Improvement	<ul style="list-style-type: none"> • Maintain quality case files • Contribute to ongoing Quality Improvement as required • Support a culture of Occupational Health and Safety at all times
Supervision and Team Work	<ul style="list-style-type: none"> • Attend and participate in individual supervision as required • Attend team and other staff meetings as required, and occasionally State-Wide meetings. • Seek out opportunities for professional development • Participate in quality assurance activities and regular performance appraisals • Promote teamwork through the sharing of skills and knowledge

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, Community Programs. The Team Leader reports to the Manager Community Programs.

Position/s Reporting to Case Manger:

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Not applicable.

Authority:

The position works within standards and procedures.

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

Stakeholder Relationships

Internal Relationships:

- Operates as a member of the Adoption and Permanent Care team;
- Collaborates with other CCV teams, etc.

External Relationships:

- Care givers
- Represents CatholicCare Victoria in external forums, etc.

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

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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.

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: Degree in Social Work, or Psychology, and eligibility for membership of the AASW.

Experience

2. Demonstrated track record and excellent skills in case management, assessment, counselling, and working with vulnerable infants, children, young people and their families/carers. Understanding of Permanent Care, and Adoption, as well as trauma, attachment and bonding.
3. Proven knowledge and understanding of child and family dynamics, including child developmental needs and identity.

Knowledge, Skills and Attributes

4. Demonstrated ability to articulate and integrate theories of child development, attachment, loss and grief in relation to permanency planning for children.
5. Proven capacity to work collaboratively with clients, external stakeholders and internal staff.
6. Demonstrated management of a varied work load and participation in duty roster.
7. Demonstrated strong interpersonal, verbal and written communication skills.
8. Demonstrated experience in one or all of the following fields – child protection, family support services, adoption and permanent or related work where skills are transferable.
9. Proven knowledge of The Adoption Act 1984, the Children & Young Persons Act 1989 and the Children, Youth & Family Act 2005.
10. Willing to travel within Victoria and occasionally attend after hours home visits.

Child Safety

11. 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
12. Demonstrated knowledge and application of child safe legislation, principles, standards and practices
13. Demonstrated understanding of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds

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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.
- International Police Check (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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