**POSITION DESCRIPTION AND SELECTION CRITERIA**

###### ANYINGINYI HEALTH ABORIGINAL CORPORATION

# 

**PILIYINTINJI-KI STRONGER FAMILIES SECTION**

**POSITION: SENIOR CASE WORKER - INTENSIVE FAMILY SUPPORT SERVICE (IFSS) PROGRAM**

**POSITION NO:** PSF-19  **REVIEWED:** Sep 2019

**REPORTS TO:** IFSS Team Leader through to the Piliyintinji-ki Stronger Families Section Manager then General Manager.

**LEVEL:** **Admin Level 7.1 – 7.4**

($72,791 - $81,352) per annum.

Level based on qualifications and experience.

**CONDITIONS:** 3 month mandatory Probation Period.

6 weeks pro rata annual leave with 17.5% leave loading.

10 days sick leave per annum, pro rata.

9.5% employer superannuation.

ADO’s.

**Relocation:** Where applicable, please contact HR Office for further details.

**Accommodation:** Where applicable, please contact HR Office for further details.

**Vehicle:** A vehicle does not come with this position. However, a pool of vehicles are provided within each Section for business purposes only. Use and maintenance of these vehicles will be in accordance with the Anyinginyi Motor Vehicle Policy. You must be in possession of a validated license at all times.

**Dental:** Free General Dentistry is offered to Anyinginyi employees, any Laboratory work must be paid for by the employee.

**Gymnasium:** Free gym membership is offered to all Anyinginyi employees only.

**Prescriptions:** Free general prescriptions for Anyinginyi employees only.

**Ochre Card:** It is compulsory to be in possession of an Ochre Card or have the ability to apply for one prior to commencement of employment.

**National Police** Where applicable, please contact HR Office for further details.

**Check:**

**Hours of Work:** Monday – Friday, excluding public holidays

8**.**00am – 5.00pm Accrued Day Off (ADO) access

8.24am – 5.00pm – no ADOs access.

**Weekend work may be required on occasions.**

**OUTLINE OF POSITION OBJECTIVES AND RESPONSIBILITIES**

**Primary Objectives/Outline**

The IFSS Senior Case Worker will work to support families referred from the Northern Territory Government’s Territory Families where children up to the age of 12 have been identified as being at high risk or experiencing neglect, in order to improve the care of the children.

The IFSS Senior Case Worker will ensure that the program is culturally responsive and participate in developing case plans and implementing family and group programs, identifying and managing risk, case management and referral, monitoring, and delivering practical support and coaching. This will include helping the family with issues such as housing, supervision, food, hygiene, positive parenting, school attendance and medical care.

**Key responsibilities**

**Strategic Imperatives**

* Ability to demonstrate skill transfer to Aboriginal staff employed in the same work area as the contracted employee.
* With limited direction, the IFSS Senior Case Worker will implement positive engagement, interventions and activities in accordance with the IFSS program guidelines and organisational policies and practices for those families referred from the Department of Children and Families, including:
* identifying family strengths, establishing goals for the program and review families progressing towards these goals;
* promoting skills that increase child health, safety and development;
* promoting family skill development through modelling, practice, discussion and other practical support; and
* using strategies that aim to achieve the identified goals of each family and the program.
* Work to develop sustainable and respectful networks in Aboriginal communities within the Barkly Region to build community support for the IFSS program.
* Participate in case management and other meetings with Territory Families and relevant agencies.
* Provide support to other IFSS team members to ensure ongoing coverage of families and provide professional support as needed.
* Coordinate and facilitate group education and support sessions for IFSS clients relevant to their parenting needs.
* Develop and maintain strong collaborative partnerships with key stakeholders and service providers in the Barkly Region with a focus on adopting an holistic approach to ensure agencies are working together to address the key responsibilities of this position.
* Actively contribute to strengthening the level of access to programs and service delivery for individuals and families across the Barkly Region through effective planning, development and implementation of activities, including identifying trends, gaps, needs and issues to support the key responsibilities of this position.
* Uphold the vision, mission and priorities of the organisation as determined by the Board of Directors and outlined in its Strategic Plan.
* Contribute to the identification and management of risk or potential risk to clients in order to reduce immediate concerns.
* Undertake administrative duties as directed in accordance with program and organisational expectations including report writing and the timely management of electronic client data records and registers to ensure compliance against funding obligations.
* Actively contribute to a professional and culturally safe work environment.
* Promote and support an alcohol, tobacco and other drugs free workplace strategies and exemplify aligned behaviours.
* Be involved in collaboration with key stakeholders including community, government and not-for-profit agencies, representing and advocating for Anyinginyi and the IFSS project at all times.
* Work within limits of confidentiality and privacy appropriate to the IFSS project.
* Participate in staff training and development, organisation-wide, site based team meetings, supervision, collaborative planning activities and other meetings or activities relevant to this position.
* Contribute to the continuous improvement of systems and processes, including work health and safety, to ensure programs and services meet professional and industry standards.
* Travel to remote communities.
* Undertake other duties as required.

**Decision making**

The IFSS Senior Case Worker reports to the Team Leader IFSS program, and will consult with the Team Leader in undertaking responsibilities, making recommendation to achieve the aim of the program as well as achieving the goals of the organisation.

**SELECTION CRITERIA**

**Essential**

To be successful in this role, applicants need to evidence the following essential capabilities and competencies:

1. Knowledge and understanding of the diverse circumstances and issues affecting Aboriginal and Torres Strait Islanders in contemporary Australian society.
2. Minimum Diploma or higher level qualification and minimum two years’ experience in Child, Family and Youth Interventions, Community Services, Counselling, or similar.
3. Demonstrated knowledge of child protection legislation and mandatory reporting requirements.
4. Proven ability to provide highly effective assessment and case management practices including the use of strength-based approaches in line with the principles of Aboriginal child rearing practices.
5. Demonstrated understanding of the philosophy governing independent Aboriginal community-controlled organisations.
6. Evidenced understanding of the Primary Health Care system and key issues relevant to closing the gap in health outcomes for Aboriginal and Torres Strait Islander peoples, including the ability to support the delivery of culturally responsive programs and services with an understanding of the importance of traditional cultures, values and protocols.
7. Experience in developing and maintaining effective networks and relationships, in particular with Aboriginal communities and health sector organisations.
8. Ability to work independently with accountability and persistence.
9. High level communication skills (both oral and written) necessary to work and inform a multi-disciplinary team and in cross-agency and cross-cultural environments.
10. Experience in planning, implementing, tracking, reporting on and evaluating projects that have specified deliverable.
11. Well-developed skills and knowledge of Microsoft Office applications and the use of client information management systems to support timely data collection, analysis and reports.
12. Current NT drivers licence.
13. Be in possession of or have the ability to obtain an Ochre Card (Working with Children).

**Desirable**

1. Experience working and living in a remote Aboriginal Community.

CVs/Resumes provided to Anyinginyi will be retained on file either the successful Application Employment file for the duration of employment or on the Position Advertising file, documents are kept for a period of 7 years after cessation of employment or closure of position advertising file and then destroyed.