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| **POSITION DESCRIPTION** |  |

**Service:** Out of Home Care

**Program**: Carer Management

**Position Title:** Practitioner Initial Placement

**Probation Period:** 6 months from commencement

**Position Base:** 27-29 Stanley Street, Wodonga but from time to time may be required to work at other UMFC sites either temporarily or permanently by negotiation.

**Award:** Social, Community, Home Care and Disability Services Industry Award 2010

**Classification:** Social & Community Services Worker

**Level:** Level 5 (based on qualifications & experience)

**Hours of Work:** 38 hours p.w. (Full-time.) Contracted hours are according to Employment Conditions form that may change as agreed from time to time. (May include Out of Hours requirements e.g. on-call, OOHC camps etc.).

**Tenure:** Ongoing employment dependent upon continued appropriate funding capable of supporting the position. If appropriate funding is not available, the position may become redundant.

**Travel:** Regular travel, local and regional, agency vehicle available.

# 1. POSITION CONTEXT & SUMMARY OF POSITION

## Consistent with its mission, Strengthening Families and Individuals to Build Vibrant Communities, Upper Murray Family Care Incorporated (UMFC) is an independent, community managed agency dedicated to the provision of a range of supportive services designed to strengthen individuals and families.

Funded by DFFH and within the frameworks of the Children, Youth and Family Act (2005), Best Interest Case Practice Principles and Trauma Informed Practice, the Out of Home Care service consists of a number of programs that are committed to ensuring the safety, stability and opportunity to thrive for vulnerable children and young people in our community through:

**Foster care**

This program engages in all aspects of Foster Care including working with children, carers, families and other key stakeholders (i.e. DFFH) to ensure the provision of a safe, stable nurturing and therapeutic environment to children in out of home care.

**Kinship Care and First Supports**

The Kinship program provides a holistic kinship support service that incorporates information and advice to kinship carers (family or significant others) within our local community including Carer Support Groups; assessment and support to new carers and children (First Supports program) and case management responsibilities to existing Statutory Kinship arrangements.

**Carer Management**

Recruits, assesses, reviews, and provide initial and ongoing training and support of Carers.

**TCP**

Targeted Care Packages (TCP’s), have been introduced by DFFH in an effort to prevent children and young people entering the CP system and potentially the residential OOHC system. TCP’s provide individualised

Under the direction of the Team Leader, Initial Placement Co-ordination, this position, is responsible for the central Intake, Assessment and short-term case management of all referrals into the Foster Care Program to ensure the provision of a safe, stable and nurturing environment to children in out of home care. This position is the liaison with the Placement and Co-ordination Unit of DFFH

, Ovens-Murray Region.

Short-term Case Management responsibilities involve effective, timely service delivery, short-term support and coordination of placements and carers, internal and external relationships with key stakeholders to support the placement, and compliance with all legal and quality standards (e.g. 72 hr meeting; LAC documents; Care Team Meetings).

# 2. COMMUNICATION WITH OTHERS

Position supervised by: Senior Practitioner Carer Management

Supervises directly: Nil

Communicates internally primarily with: Team Leader Carer Management/IPC, Senior Practitioner Carer Management, OoHC staff, Child & Family Services

Communicates externally primarily with: DFFH, foster carers, family members, other agencies

# 3. KEY RESPONSIBILITY AREAS (KRAS)

Consistent with the UMFC values of Participation, Respect, Excellence, Justice and Honesty, this position provides high quality, efficient services through the following Key Responsibility Areas:

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| **KRA 3.1**  Effectively undertake the delivery of a high quality Intake Service (in collaboration with the Team Leader) including:   * Gathering information to inform decision making * Promote a positive working relationship with Carers, DFFH Placement Co-ordination Unit and other relevant stakeholders * Collating and recording contemporaneous data * Ensuring reporting and auditing systems and processes are consistent with the requirements of the program |
| **KRA 3.2**  Undertake rigorous assessment of referrals to:   * determine appropriate placement matching * ensuring Best Interest Case Practice principles are met * initiate family contact and/or assessment to assist in building positive partnerships * determination of initial placement loading in consultation with Leadership Group |
| **KRA 3.3**  Provide short-term case management including initial placement establishment and maintenance of placements including the support, monitoring and reviewing of clients through but not limited to:   1. 72 hr meeting facilitation 2. If appropriate, facilitate a positive connection with the Child’s parents and the OOHC program 3. Initiate LAC (Looking After Children) processes and records including Essential Information Record; Care & Placement Plans 4. Conducting regular home visits to support/facilitate a therapeutic environment for children and Carers. 5. Care team meeting co-ordination/facilitation 6. Facilitating positive connections to school and care team involvement in student support groups 7. Promoting positive relationships between the child’s parents and carer/s |
| **KRA 3.4**  Work closely with the Carer Management Team to ensure quality induction of Carers into the Foster Care program including:   * Participation in Shared Stories Shared Lives training * Participation in the Carer Accreditation Panel * Undertaking ‘meet and greet’ sessions with new carers |
| **KRA 3.5**  Working in a strength based framework, deliver high quality, legally compliant, efficient and effective foster care services, including compliance with DFFH/UMFC policy and procedures, all reporting and recording systems (including CRISSP/CRIS database use). |
| **KRA 3.6**  To provide input into best interest statutory planning and review processes throughconsultation, preparation of reports, developing case plans, and make recommendations about individuals and families. |
| **KRA 3.7**  Proactively promote and support a culture of child safety and relevant cultural connection for all children including Aboriginal and Torres Strait Island children, those with disability and CALD. |
| **KRA 3.8**  Contribute to the creation and maintenance of a culture that reflects the Agency values of participation, respect, excellence, justice and honesty. |
| **KRA 3.9**  Actively participate as a team member in relevant meeting s, professional development processes such as supervision, training and quality improvement processes in line with program and UMFC guidelines and requirements. |
| **KRA 3.10**  Actively undertake all OHS requirements appropriate to the position & consistent with legal obligation and UMFC culture, policy and procedure. |
| **KRA 3.11**Other duties/delegations as directed, relevant to the main focus of the position. |

# 4. PHYSICAL REQUIREMENTS OF THE POSITION

(Key of estimated daily requirements: Not Required=0%, Marginal=1-5%, Occasional=6-20%; Regular21-50%, Frequent=51-70%, Continuous=> 70%)

* Sitting – Continuous
* Computer based tasks – Frequent
* Driving – Occasional
* Lifting – Marginal

# 5. KEY SELECTION CRITERIA

* 1. Tertiary qualification in Social Sciences or equivalent.
  2. An understanding and demonstrated experience in case management.
  3. A knowledge of trauma and the impact on children and the ability to apply that knowledge.
  4. The demonstrated ability to work successfully as a team member.
  5. The demonstrated ability to verbally communicate effectively to a range of people including, other professionals, children, families and carers.
  6. The demonstrated ability to communicate effectively in writing for a range or purposes including formal reporting, case notes, meeting minutes, correspondence.
  7. Personal attributes including, strong interpersonal skills, highly developed analytical and problem solving skills, strong organisational skills, and good levels of resilience.

# 6. ADDITIONAL ESSENTIAL REQUIREMENTS OF THE POSITION FOR SUCCESSFUL APPLICANTS

6.1 A satisfactory Victorian & NSW Working with Children Check

6.2 A satisfactory Police Check

6.3 Current driver’s license

# 7. WORK CHALLENGES/PRESSURES

* Competing priorities
* Working with families expectations and meeting their needs;
* Dealing with people with a variety of abilities and needs.
* Dealing with distressed clients;
* Adhering to timeframes as per workplans.

# 8. SUPERVISION

At UMFC, supervision is considered to be an integral part of service delivery and workforce management. The development and maintenance of skilled and supported workers depends in large part on the support and structured reflection provided by the supervision framework.

Supervision has a number of benefits for workers, clients, and the organisation, including:

* Protection and a commitment to quality service provision for clients through case review
* A forum of accountability for those to whom the worker is accountable (clients, organisation, profession)
* A reflective space for workers to identify their strengths and weaknesses and any personal issues that may impact on their professional practice
* An opportunity for workers to build their skills and identify areas for future development in a supportive environment.

Supervision is a requirement for all workers at UMFC and must, at a minimum, be provided:

* on an individual basis
* for 2 hours per month (pro rata) which may be in a single block or may be in smaller units.

# 9. CONTRACT OF EMPLOYMENT

All persons employed by the agency are employed under contract. Each contract will provide specific information relating to policies and procedures, including the code of conduct, confidentiality and privacy procedure and pre-existing medical conditions which are required to be signed by persons commencing employment at UMFC.

# 10. DECLARATION OF CURRENT AND ONGOING CAPACITY

1. I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described both in writing in this document, along with any verbal explanations in terms of:
2. The knowledge, skills and attitudes required, and
3. My physical and psychological capacity to undertake the work.
4. Additionally I agree to notify the Agency immediately of **ANY CHANGE** in my capacity to meet the requirements as outlined in this position description. This may include, but is not limited to:-

* any changes in the status of my driver’s license
* my ability to meet any required professional registration
* any compliance requirements such as the DWES, WWC check and police check.

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| ***Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |  |