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| **POSITION DESCRIPTION** |  |

**Service:** Out of Home Care (and other programs and/or Services either temporarily or permanently by negotiation).

**Program:** Targeted Care Packages

**Position Title:** Practitioner Targeted Care Packages (TCP)

**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 4 or 5 (dependant on qualifications & experience)

**Hours of Work:** Full-Time (38 hrs p.w.) Including Out of Hours work required e.g. On-call, OOHC camp, training and events.

Contracted hours are according to Employment Conditions form that may change as agreed from time to time.

**Tenure:** 12 Months Fixed Term Contract (Possible extension dependant on funding)

**Travel:** Regular local and regional travel will be required using an Agency Vehicle.

# POSITION CONTEXT & SUMMARY OF POSITION

Consistent with the Agency mission, Strengthening Families to Build Vibrant Communities, in addition to the Services provided by UMFC’s OOHC Service and Child and Family Services, a further option – Targeted Care Packages (TCP’s) – has 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 intensive intervention for vulnerable/at-risk children and young people.

The TCP Program sits within OOHC to manage both DFFH funded TCP’s as well as potential similar business from different funding sources in the future.

The TCP Practitioner role facilitates high quality case management to achieve better outcomes for children/young people who are supported by a TCP.

# 2. COMMUNICATION WITH OTHERS

Position supervised by: Team Leader TCP

Supervises directly: Nil

Communicates internally primarily with: Service Manager, Team Leader TCP, other TCP Practitioners, other OOHC and CAFS staff

Communicates externally primarily with: DFFH, the TCP recipient and their family/networks, other service providers

# 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**  While working therapeutically with the young person and their family or carers, develop and coordinate the Care Team activities and the implementation of the Case Plan. |
| **KRA 3.2**  Take responsibility for the implementation of the DFFH Case Contracting Agreements and manage the recording and documentation of TCP service delivery, including case notes, quarterly reports to Child Protection, and the Client Contact records. |
| **KRA 3.3**  Liaise with relevant services and advocate on behalf of children & young people to ensure access to resources where necessary. |
| **KRA 3.4**  Participate in an after-hours on-call roster and attendance at OOHC training or camps. |
| **KRA 3.5**  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 3.6**  Contribute to the creation and maintenance of a culture that reflects the Agency values of participation, respect, excellence, justice and honesty. |
| **KRA 3.7**  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. |

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| **KRA 3.8**  Actively undertake all OHS requirements appropriate to the position & consistent with legal obligation and UMFC culture, policy and procedure. |
| **KRA 3.9**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 – Regular
* Computer based tasks – Frequent
* Driving – Regular
* Lifting – Marginal

# 5. KEY SELECTION CRITERIA

**KSC 5.1** Tertiary qualifications in social work, welfare, community services or a related field.

**KSC 5.2** Knowledge and demonstrated experience in delivering innovative and effective approaches for young people from 0 – 18 years old with complex needs.

**KSC 5.3**  Demonstrated ability to achieve positive outcomes for young people through a strength- based, outcomes-focussed case management approach.

**KSC 5.4** Demonstrated ability to flexibly manage complex situations, competing priorities and stressful situations.

**KSC 5.5** The capacity to advocate, engage and negotiate with relevant stakeholders including DFFH, family and school/educational networks where appropriate.

**KSC 5.6**  Demonstrated understanding of, and respect for, the needs of children with a disability; Aboriginal culture, including cultural safety and awareness; and cultural and linguistic diversity (CALD), including cultural safety for children from CALD backgrounds.

**KSC 5.7**  Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.

**KSC 5.8**  Excellent written and oral communication skills including report writing.

# 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

* Time constraints/adhering to timeframes as per work plans
* Competing priorities
* Dealing with people with a variety of abilities and needs
* Dealing with placement breakdowns

# 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 where relevant), WWC check and police check.

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