



PRACTITIONER KINSHIP CARE

POSITION**DESCRIPTION**

Service:	Care Services
Program:	Kinship Team
Position Title:	Practitioner Kinship Care
Probation Period:	6 months
Position Base:	27-29 Stanley Street Wodonga, (Wangaratta by negotiation) 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
Level:	Level 5 (based on qualifications & experience)
Hours of Work:	Full-time (38 hrs. p.w.) Out of Hours work is also required e.g. Special Events, Care Services Camps, on-call roster which will be accommodated with Flexi-hours (where relevant). Contracted hours are according to employment Conditions form that may change as agreed from time to time.
Tenure:	Ongoing employment dependent upon continued appropriate funding capable of supporting the position.
Travel:	Travel local/regional on a regular basis is required using an Agency vehicle.

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, Care Services 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 care.

Carer Management

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

Targeted Care Packages

Targeted Care Packages are designed to prevent placement of children and young people in residential care through the provision of innovative and creative supports designed to sustain them in their placements and ensure that they and their carers receive targeted individualised supports that can be flexible according to their needs.

Kinship and First Supports

The Kinship program provides a holistic kinship support service that incorporates information and advice to kinship carers 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.

The Kinship Practitioner position engages in all aspects of Kinship Care including working with children, kinship families and other key stakeholders (i.e. Dept. of Families, Fairness and Housing) to ensure the provision of a safe, stable, nurturing and therapeutic environment to children in kinship care arrangements.

Responsibilities involve effective, timely assessment and service delivery, support to kinship placements, internal and external relationships with key stakeholders to support the children and their kinship placement, and compliance with all legal and quality standards (e.g. Care Team Meetings, Court Reports and Case Notes).

2. COMMUNICATION WITH OTHERS

Position supervised by:	Team Leader - Kinship Care
Supervises directly:	Nil
Communicates internally primarily with:	Team Leader Kinship & all Care Services staff.
Communicates externally primarily with:	DFFH, kinship carers, family members, foster carers, other agencies and 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:

<p>KRA 3.1</p> <p>Working in a Trauma Informed framework, contribute effectively to the delivery of a high quality, legally compliant, kinship care service using appropriate models and Looking After Children (LAC) processes and Best Interest Case practice model to build the capacity of kinship carers to better understand and respond to the needs of the young people in their care; promoting their safety, stability and development.</p>
<p>KRA 3.2</p> <p>Assist with the establishment, monitoring and ongoing support of statutory clients referred by DHHS for kinship placements including the co-ordination, support and monitoring clients through but not limited to:</p> <ol style="list-style-type: none">1. Undertaking comprehensive assessments at the time placements are first made, assisting Child Protection to determine the suitability of the placement and linking carers and children with a level of support specific to their needs.2. Meet any immediate material and financial needs of a placement, through the early provision of flexible brokerage.3. Care team meeting co-ordination/facilitation.4. Conduct regular home visits/observations within the home to support/facilitate a therapeutic environment for children and Carers.5. Facilitate family meetings and family decisions making using appropriate models.6. Facilitating positive connections to school and care team involvement in student support groups.7. Where appropriate and in line with the case plan goals, provide additional support to help children in kinship care reunify and/or have contact with their parents.8. Liaise with other agencies, individuals and key stakeholders (Dept. of Families, Fairness and Housing, Child Protection) regarding the provision of kinship care service.9. Conduct Permanent Care Assessments.
<p>KRA 3.3</p> <p>Provide timely information and advice to Kinship Carers in our community and assist in the facilitation of kinship carer support groups.</p>
<p>KRA 3.4</p> <p>Provide input into best interest statutory planning and review processes through consultation, preparation of reports, developing case plans, and make recommendations about individuals and families.</p>
<p>KRA 3.5</p> <p>Ensure compliance with DFFH/UMFC reporting and recording systems, including CRISP/CRIS database use.</p>
<p>KRA 3.6</p> <p>Function as an integral part of Care Services, including the participation and contribution to the On-call roster, regular team meetings, agency staff meetings and staff development sessions.</p>

<p>KRA 3.7</p> <p>Proactively promote and support a culture of child safety and relevant cultural connection for all children including Aboriginal and Torres Strait Islander children, children with disability, children who may be gender diverse or children who may be culturally and linguistically diverse. (CALD)</p>
<p>KRA 3.8</p> <p>Contribute to the creation and maintenance of a culture that reflects the Agency values of participation, respect, excellence, justice and honesty.</p>
<p>KRA 3.9</p> <p>Actively participate as a team member in relevant meetings, professional development processes such as supervision, training and quality improvement processes in line with program and UMFC guidelines and requirements.</p>
<p>KRA 3.10</p> <p>Actively undertake all OHS requirements appropriate to the position & consistent with legal obligation and UMFC culture, policy and procedure.</p>
<p>KRA 3.11</p> <p>Other duties/delegations as directed, relevant to the main focus of the position.</p>

4. PHYSICAL REQUIREMENTS OF THE POSITION

(Key of estimated daily requirements: Not required=0%, Marginal=1-5%, Occasional=6-20%; Regular=21-50%, Frequent=51-70%, Continuous=> 70%)

- Sitting – Frequent
- Computer based tasks – Regular
- Driving – Regular
- Lifting – Occasional

5. KEY SELECTION CRITERIA

- 5.1 Tertiary qualification in Social Work or equivalent.
- 5.2 Demonstrated ability to undertake comprehensive assessments that focuses on the ability of the carer(s) to promote and protect the individual safety, stability and developmental needs of the child.
- 5.3 An understanding and demonstrated experience in case management and the ability to manage complex situations.
- 5.4 A sound knowledge of trauma and the impact on children and the ability to apply that knowledge.
- 5.5 An understanding of the complexities that may be involved in a kinship placement and the practice approaches that could be utilized to support these placements.
- 5.6 The demonstrated ability to work successfully both autonomously and as part of a team.
- 5.7 The demonstrated ability to verbally communicate effectively to a range of people including, other professionals, children, families and kinship carers.

- 5.8 The demonstrated ability to communicate effectively in writing for a range of purposes including formal reporting, e.g. court reports and case plans, case notes, meeting minutes, correspondence and carer assessments.
- 5.9 Personal attributes including strong interpersonal skills, highly developed analytical and problem-solving skills, strong organisational skills, good levels of resilience and ability to self-reflect.

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 International Police Check (where relevant)
- 6.3 Current driver's license

7. WORK CHALLENGES/PRESSURES

- Working with complex family situations and caseloads.
- Working with family's expectations and meeting their needs.
- Dealing with people with a variety of abilities and needs.
- Dealing with distressed clients.
- Adhering to timeframes.
- Remaining child focused in the face of competing demands.

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:
 - a) the knowledge, skills and attitudes required, and
 - b) my physical and psychological capacity to undertake the work.
2. 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.

Signed: _____

Date: _____