

Position Description

Position Title	Targeted Care Packages (TCP) Key Worker
Directorate / Service / Program	Family Support and Care Services / Family & Community Services
Reports to	TCP Team Leader
Location	Geelong
Classification	Social, Community, Home Care and Disability Services Industry Award Level 5
Date Revised	March 2024

ABOUT US

Barwon Child, Youth & Family and Bethany Group have merged. We are now Meli, inspired by the word Meliorism. The belief that the world can be made better through human effort.

Meli is a Victorian not-for-profit organisation, offering a unique combination of services to support members of our community throughout their lifetime, from early childhood through to adolescence and adulthood.

Everyone faces challenges occasionally, and Meli is here to lend compassionate help, and to take a preventative and early response approach – no matter how big or small a problem.

Our Purpose: Supporting people, strengthening communities.

Our Vision: A fair, safe and inclusive community where everyone can thrive.

Our Values: Build Connection, Show Courage, Inspire Action, Celebrate Difference, Be Dynamic.

To learn more about Meli please visit meli.org.au.

POSITION OVERVIEW

The TCP Key worker will be responsible for providing high quality support to families to address any identified risk factors, and to contribute to the development of protective factors that will enable families to develop aspirations, make pro social connections and engage in a pathway that will lead to productive, healthy and happy lives.

A Targeted Care Package is an allocation of funding that is tailored specifically to meet the individual needs of a particular child or young person, based on an assessment of that child or young person. The package is available for as long as the child needs (subject to review) and up to a year after Child Protection's involvement.

KEY ACCOUNTABILITIES

Duties of this position may include, but are not limited to the following:

- Support the development of TCP Submissions upon request
- Work directly with the child and undertake case management tasks and functions as specified in the case plan.
- Engage with other specialist agencies and services when required and consistent with the case plan and authorised by Child Protection.
- Provide court reports and participate in court processes and proceedings when required.
- Maintain regular contact with Child Protection and provide progress reports when requested
- Participate in case plan processes and lead care teams where appropriate.

- Update CRIS including records of activity, consultations with the Department of Families, Fairness and Housing (DFFH), decisions and rationales.

Organisational Accountabilities:

- Other reasonable duties as directed.
- Apply Meli's quality and risk management frameworks.
- Understand and comply with the standards of a child safe organisation.
- Active involvement in professional development to build knowledge and skills.
- Make decisions following Meli values, relevant standards, practices, policies, procedures, regulations, industrial instruments and legislation.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor of Social Work, Psychology, Nursing, Diploma of Welfare Studies, Diploma of Alcohol and Other Drugs or equivalent qualification
- Experience managing complex cases with strong case practice including client advocacy, counselling, therapeutic interventions and family support in line with the Best Interest Framework
- Ability to engage with families, children and young people with empathy and warmth
- Demonstrated skills in risk and needs assessments

OTHER REQUIREMENTS OF THE ROLE

All employees must undergo and maintain a range of satisfactory checks as a condition of employment. These include:

- Working with Children Check
- National Police Check
- International Police Check (if required)
- Have the right to work in Australia

KEY STAKEHOLDERS

- Meli employees
- Department of Families, Fairness and Housing
- Family Service providers/Family Services Alliance
- VicPol, Magistrates Court and Department of Justice and Regulation
- A range of Community Based Organisations and Health Services
- Education Providers

PHYSICAL REQUIREMENTS & ENVIRONMENTAL CONDITIONS OF THE ROLE

Meli is committed to creating inclusive spaces that are accessible for everyone by reducing and/or removing barriers through reasonable adjustments.

The following table shows the physical and psychological work environment characteristics that have been identified as part of this role. Where possible, Meli will make reasonable adjustments to support individuals to succeed in their roles.

REQUIRED ACTIVITIES / WORKING ENVIRONMENT	FREQUENCY
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Rarely
Working in buildings which may have stairs (Reasonable adjustments can be made)	Sometimes

Driving, in & out of vehicles (If driving is required, must hold current Victorian Driver Licence)	Often
Bending, lifting, pushing, pulling	Sometimes
Working alone or at a co-located site	Often
Confrontational/confronting situations (Due to the nature of our work, there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)	Often
Working outside in differing weather conditions	Often
Working on-call and/or after hours	Sometimes
Attending external locations including client homes	Often

INCLUSION STATEMENT

Meli is committed to being a place where everyone has a sense of belonging.

We embrace the unique perspectives and experience of our people and our community, and their voice is at the heart of our values and decision making.

We aim to be courageous as we learn, grow, and evolve as an accessible, inclusive and safe organisation for people of all identities.

We are working to create a team of people who reflect the diverse community we support. Aboriginal and Torres Strait Islander, LGBTQIA+, culturally diverse people, those living with a disability, and those looking to return to the workforce following a break in their career, are encouraged to apply for our roles.

CHILD SAFETY STATEMENT

Meli is committed to child safety in every aspect of the organisation. We take deliberate steps to protect children from physical, sexual, emotional, and psychological abuse and neglect. Our organisation fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns.

We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children and young people. This includes providing a safe environment for children and young people with a disability, who are Aboriginal and Torres Strait Islander, from culturally and/or linguistically diverse backgrounds or who identify as LGBTI+.

Meli's policies and practices promote the safety and wellbeing of children and establish an effective, consistent approach to prevent, respond to and encourage the reporting of allegations of child abuse and harm.

All children, their families and carers should feel welcome at Meli, including feeling able to express their identity and raise concerns about their own or others' safety.

EMPLOYEE DECLARATION

I have read and understood this Position Description and in signing this document agree that I can fulfill all the requirements of the position described in this document. Additionally, I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:	Signature:	Date:

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.