

	Position Title: Kinship First Supports Case Worker		Team: Kinship Care		Region: Hume
	Supervisors: Team Leader – Kinship Care	Delegations and Authorities: In Line with Delegations Policy		Band: A	Date Completed: 13 July 2018

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS	ROLE CONTEXT
<p>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p>	<p>Berry Street (Hume) provides Home Based Care (HBC) services in the Hume Region. The program provides a kinship care service designed to support and assist kinship carers provide care to children and young people from within their family or extended family network.</p> <p>This role can be based at our Shepparton or Seymour Office, and requires outreach services to be provided to the City of Greater Shepparton, Moira, Strathbogie, Mitchell and Murrindindi Shires.</p> <p>The position is part of the broader Kinship care team and is intended to provide timely comprehensive assessment, identification of needs, access to kinship family services support and flexible brokerage to assist in establishing kinship placements.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>	<ul style="list-style-type: none"> • To undertake comprehensive assessments at the time kinship 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 need. • To provide financial support to cares through the early provision of flexible brokerage to address immediate material and financial needs. • To build the capacity of the kinship carers to better understand and respond to the needs of the children and young people in their care, promoting their safety, stability and development through the provision of targeted family services support. • Where appropriate and in line with case plan goals, provide additional support to help children in kinship care reunify and/or have contact with their parents.
	REPORTING RELATIONSHIPS
	<p>This role is based at our Shepparton or Seymour office. It is part of the broader Home Based Care Team which includes kinship care. This role reports to directly to Team Leader – Kinship Care who will provide supervision and review.</p> <p>This is a permanent part time or full time position until June 2019</p>

KEY SELECTION CRITERIA

- Ability to actively engage kinship families in decision-making processes.
- An understanding of the inter-generational factors and complex inter-relationships between extended family members that can impact kinship placements.
- An ability to work with children, young people and families through an attachment and trauma based lens.
- Ability to make timely, sound decisions about interventions required to promote the safety, stability and development of children and young people residing in kinship care placements
- Well-developed assessment skills to inform decisions regarding risk and potential strengths and weaknesses of a kinship care placement.
- Ability to establish, and maintain positive and productive working arrangements with key Service Providers.
- 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
- Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.

QUALIFICATIONS AND OTHER REQUIREMENTS

- An appropriate tertiary qualification in Psychology, Social Work, or related discipline is required in this role.
- Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

DESIRABLE

- Previous case management experience in this sector.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Direct Service Delivery	<ul style="list-style-type: none"> • To take primary responsibility for the completion of Kinship Care Part B assessment in accordance with required timeframes to assist Child protection to determine the suitability of the Kinship care placement. • Assist the kinship carer to adjust to having a child placed in their care and support any emerging issues. (eg family conflict, relationship difficulties) • Provide case work services to kinship care placements to ensure their on-going stability. • Enhance the capacity of the kinship carers to meet the child's ongoing safety, stability and developmental needs. • Establish and maintain family care teams to ensure the engagement of the child's family and extended family in decision making processes. • Assist the kinship care family by providing information, advice and advocacy to support the placement to promote the children's best interests. • Referral to other services for support and assistance as required • Provide access to flexible brokerage funding to support the immediate establishment costs of the placement or to address the needs and vulnerabilities of the carer and child.
Administration	<ul style="list-style-type: none"> • Undertake organisational processes to ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner. • Maintain up to date client and care-giver files in accordance with Berry Street's Records Management procedure and Berry Street policies. • Complete assessment based documents to inform decision making and planning to ensure a high standard of service delivery. • Use the appropriate tools, including electronic and web enabled client, care giver and case management information systems to capture critical client information.
Program Development	<ul style="list-style-type: none"> • Participate in the development of program guidelines and evaluations processes for the kinship care program.
Other	<ul style="list-style-type: none"> • Act in accordance with the Code of Conduct. • To keep abreast of relevant theoretical legislative and policy documents. • Attend and participate in HBC staff meetings. • Attend and participate in regular supervision according to Berry Street Supervision Standards and requirements. • Provide reports to the Team Leader Kinship Care as required and requested. • Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.

	<ul style="list-style-type: none">• Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities.
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CONDITIONS OF EMPLOYMENT

1. This position is a fixed term position until June 2019 that can be either full time or part time. There is no paid overtime, but any extra hours worked will be accrued as Time-in-Lieu according to the Berry Street Enterprise Agreement.
2. You will initially be employed at our Shepparton or Seymour Office. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the Berry Street Victoria 2014-2017 Agreement, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The base salary for this position is SCHCADS Level 5, Pay Point 1 which is currently \$72,296.41 under the Berry Street Victoria Enterprise Agreement. The value of the salary can be increased through salary packaging.
5. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identity and qualifications.
8. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
9. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
10. Berry Street has a smoke-free workplace policy.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regular
	Be exposed to all outdoor weather conditions.	Regular
	Work in unstructured environments (e.g. outreach).	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work on-call after hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey	Regular
	Sit at a computer or in meetings for extended periods	Daily
	Work in an environment with competing demands.	Daily
	Present at court and other jurisdictions.	Occasional
People Contact	Work with clients who may have a physical or sensory disability	Regular
	Liaise with government, non-government and community organisations	Daily
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regular
	Facilitate access to specialist, generic and community services	Daily
	Undertake training and professional development activities.	Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily

Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Occasional