

	<b>Position Title:</b> Case Worker Post Separation Services		<b>Team:</b> Post Separation Services		<b>Region:</b> Hume
	<b>Supervisor:</b> Team Leader, Post Separation Services	<b>Delegations and Authorities:</b> In Line with Delegations Policy	<b>Band:</b> A	<b>Date Completed:</b> December 2018	

## ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS	ROLE CONTEXT
<p><b>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</b></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's Post Separation Services in the Hume Region offers a suite of services to support separated parents who are experiencing entrenched conflict. The Post Separation Co-operative Parenting Program (PSCP) is funded by the Australian Federal Government, Attorney General's Department and funds administered through the Department of Social Services. The key objective of the PSCP model is to reduce the adverse impact on children of parental conflict, and to assist parents to implement and manage cooperative parenting arrangements through the delivery of brief but impactful, psycho educational workshops.</p> <p>The Berry Street Children's Contact Service is also funded by the Australian Federal Government, Attorney Generals Department and funds administered through the Department of Social Services. The Contact Service (CCS) aims to minimize a child's exposure to conflictual situations by assisting separated parents in managing contact arrangements through the provision of supervised visits and changeovers. The CCS supports families through a case support model.</p> <p>Berry Street provides services in the following shires – City of Greater Shepparton and Shires of Moira, Campaspe, Strathbogie, Murrindindi and Mitchell.</p> <p>This role is part of the broader Community Partnership &amp; Support Services which also includes Saver Plus, Springboard and Navigator.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p><b>Berry Street expects all staff to apply these Values in all aspects of their work.</b></p> <p><b>Courage:</b> To be the best we can be and to never give up</p> <p><b>Integrity:</b> Expect a personal and organisation commitment to honesty</p> <p><b>Respect:</b> Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p><b>Accountability:</b> Be responsible for our own actions</p> <p><b>Working Together:</b> Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>	<p>To assist in the co-ordination of the Children's Contact Service, including case support to families utilising the service.</p> <p>To assist in the delivery and promotion of the Post Separation Co-operative Parenting Program to separated parents.</p>
	REPORTING RELATIONSHIPS
	<p>This role is based at our Shepparton Office.</p> <p>This role reports to the Team Leader, Post Separation Services who will provide supervision and review.</p>

EXPECTATIONS	
<ul style="list-style-type: none"> <li>• Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together.</li> <li>• Have a demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.</li> <li>• 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.</li> <li>• Berry Street is committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street is also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities.</li> </ul>	
KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE	
<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).</li> <li>• Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies.</li> <li>• Relevant service delivery experience of not less than 12 months.</li> <li>• Demonstrated knowledge of child-focussed, culturally sensitive practice, child development theory.</li> <li>• Demonstrated knowledge of issues relevant to parental conflict, family separation, domestic violence, child abuse, and court orders.</li> <li>• Minimum level of intermediate computer skills, including Microsoft Office.</li> </ul>	
QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none"> <li>• A tertiary qualification in Social Work, Community Services or similar.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Cert IV in Training and Assessment.</li> </ul>

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
<b>Direct Service Delivery</b>	<ul style="list-style-type: none"><li>• Assist with intake and assessment processes of Post Separation Services.</li><li>• Provide case support to Post Separation Services clients.</li><li>• Delivery of education programs including PSCP. This will include after hours.</li><li>• Assist with the coordination of the online PSCP.</li><li>• Provide individual support following PSCP programs.</li><li>• Assist in the promotion of the PSCP.</li><li>• As required supervise visits. This may require occasionally working weekends.</li><li>• Liaise with external services including Lawyers and community services.</li><li>• Compile Reports as required.</li></ul>
<b>Administration</b>	<ul style="list-style-type: none"><li>• Keep accurate observational notes.</li><li>• Maintain security of files, ensure regular updating of documents and collect statistics as required.</li><li>• Assist with administrative tasks as required, including data input and computer operation.</li></ul>
<b>Program Development</b>	<ul style="list-style-type: none"><li>• Participate in relevant organisational meetings, supervision and staff appraisal.</li><li>• Assist in the development, maintenance and evaluation of policies, guidelines, protocols and procedures that assist in effective delivery of PSCP.</li><li>• Establish good working relationships and communication with team members and relevant community professionals.</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• Other duties as required.</li></ul>

## CONDITIONS OF EMPLOYMENT

1. This position may be required to work additional hours as necessary, and extra hours worked will be accrued as Time-in-Lieu according to the *Berry Street Victoria 2014-2017 Agreement*.
2. You will initially be employed at our Shepparton 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 remuneration for this position is SCHADS Level 5, PP1 \$72,296.41 gross per annum (full time equivalent), under the *Berry Street Victoria 2014-2017 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-employment health 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
<b>Work Environment</b>	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regular
	Work in unstructured environments (e.g. outreach).	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Daily
	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.	Rarely
<b>Manual Handling</b>	Undertake manual handling (eg: lifting, carrying, moving, transferring, twisting, supporting) of clients.	Occasional
<b>People Contact</b>	Liaise with government, non-government and community organisations.	Occasional
	Work with clients who may have a physical or sensory disability.	Occasional
	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.	Daily
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Daily
	Support and participate with clients in recreational activities.	Daily
	Assist with personal and self-care activities such as toileting, meals, dressing and maintenance of personal hygiene.	Regular
	Undertake supervisory, recruitment, training and professional development activities.	Occasional
<b>Administrative Tasks</b>	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
<b>Transport</b>	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