

	Position Title: Kinship First Support Case Worker	Team: Kinship Care		Region: Hume Office: Shepparton
	Supervisor: Team Leader – Kinship Care	Delegations and Authorities: In Line with Delegations Policy	Band: A Rem: SCHADS 5.1	Date Completed: August 2019

OUR VISION AND PURPOSE	ROLE CONTEXT
<p>We believe children, young people and families should be safe, thriving and hopeful.</p> <p>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.</p> <p>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</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, family services case work support and flexible brokerage to assist in establishing kinship placements.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p>We expect all staff to apply these Values in all aspects of their work.</p> <p>Courage: to never give up, maintain hope and advocate for a 'fair go'</p> <p>Integrity: to be true to our word</p> <p>Respect: to acknowledge each person's culture, traditions, identity, rights, needs and aspirations</p> <p>Accountability: to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way</p> <p>Working Together: to 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 carers 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>

EXPECTATIONS	
<ul style="list-style-type: none"> • 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 within the principles of continuous improvement and occupational health and safety. • Berry Street is committed to diversity and inclusion. We aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality or religion. • 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. • Berry Street is committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify with a sexual and or gender minority identity. 	
KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE	
<ul style="list-style-type: none"> • 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 practising and promoting self-care strategies. • 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. 	
QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. • 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.

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	Liaise with government, non-government and community organisations.	Daily
	Work with clients who may have a physical or sensory disability.	Regular
	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