

	Position Title: Case Manager – Kinship Care	Team: Kinship Care Team		Region: Hume Office: Shepparton
	Supervisor: Team Leader – Kinship Care	Delegations and Authorities: In Line with Delegations Policy	Band: A Salary: SCHCADS Level 5	Date Completed: October 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 (West Hume sub-regional area inclusive of Goulburn Valley and Lower Hume Catchments) of Victoria. The program provides General, Complex and Therapeutic HBC for children and young people who are unable to live with their own families and kinship care. Most children and young people are placed in out of home care following child protection intervention. A small number are in care on a voluntary basis. Voluntary and statutory placements can be of a short- or long-term nature.</p> <p>This role is based at our Shepparton Office and may require outreach services to be provided to the City of Greater Shepparton, Moira, Strathbogie, Mitchell and Murrindindi Shires.</p> <p>This role provides a professional case management service to statutory Kinship care placements to support and assist kinship carers to provide the best possible care to children living in kinship care.</p>	
		PRIMARY OBJECTIVES OF THE ROLE	
		<ul style="list-style-type: none"> To enhance and build on the available formal and informal family and community supports for children living in kinship arrangements To assist families, provide the best possible care arrangements for children unable to live with their birth parents To provide case management services to statutory kinship care placements 	
OUR VALUES		REPORTING RELATIONSHIPS	
<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>		<p>This role can be based at our Shepparton or Seymour office. It is part of the broader Home-Based Care Team which includes Kinship Care.</p> <p>This role reports to directly to the 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 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, and consult for the purposes of assessment and decision-making in the best interests of the children. A sound knowledge of the Children, Youth and Families Act 2005. Demonstrated understanding of the key components of case management. Ability to establish and maintain positive and productive working arrangements with Child Protection and other key Service Providers. 	
QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none"> An appropriate tertiary qualification in Psychology, Social Work, or related discipline. 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"> Experience in the provision of case management services to young people and families in out of home care.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Direct Service Delivery	<ul style="list-style-type: none"> • Undertake case management responsibilities for 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. • Provide case work supervision and support for children, young people and their families in accordance with the Looking After Children framework. • Provide support and supervision to kinship carers. • Establish and maintain family care teams to ensure the engagement of the child's family and extended family in decision making processes. • Assist in the facilitation of kinship care support groups. • Undertake responsibility for the completion of Kinship care review processes and kinship permanent care assessments.
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. • Develop and complete Best Interest Plans, court reports and other relevant DHHS reporting to ensure a high standard of client care. • 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.

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.	Occasional
	Work in unstructured environments (eg outreach).	Regular
	Work office hours with the possibility of extended hours.	Daily
	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
	Present at court and other jurisdictions.	Regular
	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
Manual Handling	Undertake manual handling (eg: lifting, moving, transferring, twisting, restraining, supporting) of clients.	Occasional
	Undertake manual handling (eg: lifting, pulling, pushing, moving, transferring, digging, twisting, restraining, supporting) of equipment, which would be of varying weight and size.	Occasional
People Contact	Work with clients who may have a physical or sensory disability.	Occasional
	Liaise with government, non-government and community organisations.	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
	Support and participate with clients in recreational activities (eg: gardening, ball games, swimming, walking, camping, hiking, trampolining, tennis, and cricket).	Occasional
	Facilitate access to specialist, generic and community services.	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

	Undertake intensive administrative tasks, which include computer work, report writing (eg financial reports), participating in meetings and concentrating for long periods of time.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, 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
	Use public transport including trains, buses, trams and taxis.	Occasional
General Tasks	Undertake general household duties (eg: food preparation, sweeping, dusting, shopping, mopping, vacuuming, laundering, gardening, cooking, cleaning baths, showers and toilets).	Rarely