

## JOB DESCRIPTION

<b>Job Title</b>	Senior Social Worker - Disabilities
<b>Department</b>	Disability
<b>Responsible to</b>	Director
<b>Responsible for (if applicable)</b>	NA

### **Overall Purpose and Aim of Role:**

To make a positive and lasting difference to children and young people with disabilities through the provision of quality care in a family setting and high quality Support Services to enable them to reach their potential.

### **Core Tasks**

- At all times to give priority to the protection and well-being of children and young people.
- To assume the case management role in respect of people with disability who are in receipt of a funded service through Key Assets. To work in collaboration with the Support Work Services Co-ordinator to achieve the specified outcomes in respect of people with disability to whom Key Assets provides accommodation and Support Services.
- Communicate effectively and sensitively with a diverse range of stakeholders including individuals with a disability, families, carers, community organisations and other non-government agencies
- To provide regular and on-going supervision and support to carers (both Foster Carers Pathways to Possibility carers and Home From Home carers) working in partnership with them to provide high quality, safe care for people with disabilities. This will include supervisory visits to carers and occasional unannounced visits which are all recorded.
- Provide high quality supports and advice on a range of tasks associated with young people with a disability, with a clear focus on the young person's needs and interests
- To Deputise for the Team Manager, Fostering Services as required
- Maintain knowledge of trends, practices, policies and legislation, in particular NDIS as well as knowledge of community practice in assisting people with a disability to participate in the community. This will be through the coordination of informal and mainstream supports, including being innovative when gaps in service provision exist.
- In respect of carers providing accommodation services to young people approaching or over the age of 18 years, to work with them to build their skills in assuming a case management role, in challenging the young person to achieve their potential, in preparing the young person for adult life, in connecting the young person to employment, recreation, and social activities. To work with the Department for Child Protection and Family Support in leaving care planning.
- To work as part of a care team approach with the carer to understand the pervasive damage from traumas, losses, neglect and/or abuse.
- As part of a team to build carer skills and knowledge on how to look after children and young people with disability in a way that enables them to fulfil their potential; promotes their independence; builds their resilience; develops their social networks; and includes them in decision making.
- To facilitate carer support groups and training as required. To participate in training and professional development as agreed with the Line Manager.
- To monitor and review the suitability and competence of carers ensuring they provide a safe, healthy, nurturing and learning environment for children and young people.

- To conduct annual Carer Reviews. To undertake assessments of potential carers for Disability services present Assessment and Review Reports to the Key Assets Panel.
- To ensure that people with disability are being provided with services that respond to their assessed needs and that value diversity and promote equality. To ensure that each child and young person is carefully matched with a carer capable of meeting their needs, to include building in ongoing review periods to determine progress in meeting the child's needs and achieving the care plan.
- To participate in negotiation between Key Assets and Department for Child Protection and Family Support, and/or with the National Disability Insurance Scheme, to include negotiation of funding packages
- To collate all pertinent information including chronologies, legal documentation, Care Plans and core assessment, from the Department for Child Protection and Family Support, the National Disability Insurance Scheme and other relevant parties as required.
- To plan and manage the transition of a child or young person into a placement, facilitating introductory visits and supporting the person, the carer and other family members. To ensure all documentation is in order and on file and that the carer has all the necessary information and documentation., including identifying any gaps in service or support needs
- To plan and manage the transition of an individual out of Key Assets services and into independent living, supported accommodation, group living, or some other arrangement.
- To encourage and support the individual and carer in maintaining safe family contact.
- To ensure the necessary Risk Assessments are done. To ensure critical incidents/allegations are recorded, investigated and acted upon appropriately and in keeping with Key Assets and Dept for Child Protection and Family Support, and the Disability Services Commission procedures.
- To ensure that children and young people are aware of how to raise concerns or complaints. To ensure their opinions and those of significant others are sought over all issues which are likely to affect their daily life and their future.
- To ensure that carers fully understand the task, competencies to be achieved and the standards expected, including complaints and representation procedures. To ensure that each carer accepts, understands and operates within the Key Assets values, policy and procedures.
- To participate in the recruitment of potential carers.
- To maintain records as required using the company database.
- To undertake other specialist tasks commensurate with the Senior level of the post, subject to experience and agency needs
- To supervise other staff and students as required
- To participate in the on call roster as required

#### **Additional Duties**

- The post holder will be expected to demonstrate the Key Assets' values
- The post holder will be expected to undertake any training and development deemed necessary for the pursuance of the post.
- The post holder will be expected to reach a minimum basic standard of I.T. competence to be able to use Company electronic systems effectively

- The post holder will be expected to ensure compliance with Equal Opportunities Policy and Procedure in all employment practices.
- The post holder will be expected to work in a manner which is inclusive of all employees and stakeholders, which includes Aboriginal and Torres Strait Islander's, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds.
- The post holder will be expected to comply with the no smoking policy in place and ensure that Health and Safety is observed in the course of employment
- Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping Senior Management informed of work in progress and inform Senior Management immediately of any child protection matter or serious complaint.

**It is the nature of work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description and have to be undertaken.**

<b>Signed by Job Holder:</b>	
<b>Date:</b>	
<b>Signed by Line Manager:</b>	
<b>Date:</b>	

**PERSON SPECIFICATION**  
**Social Worker - Disabilities**

Note to Applicant: When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

**Key:** Assessed by Application Form: **A**  
 Assessed at Interview: **I**  
 Assessed by Test/ Exercise (if applicable) **T**  
 Assessed by Documentary Evidence **D**

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
<b><u>Education/ Qualifications</u></b>						
<ul style="list-style-type: none"> <li>Must hold recognised Social Work Qualification with eligibility to join the Australian Association of Social Workers and the Society of Professional Social Workers WA</li> </ul>	Essential	✓	✓			✓
<b><u>Experience/ Training</u></b>						
<ul style="list-style-type: none"> <li>At least 2 years' experience working with children and young people with disabilities and their families</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>A proven track record in working with and or on behalf of children and young people, respecting and maintaining their individuality and promoting their positive development</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Experience of working with Foster Carers and/or Pathways to Possibility carers Carers</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Experience assessment of Carers</li> </ul>	Desirable		✓			
<ul style="list-style-type: none"> <li>High level report writing skills</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Sound computer skills including word processing, email, internet, etc.</li> </ul>	Essential		✓	✓	✓	
<b><u>Knowledge</u></b>						
<ul style="list-style-type: none"> <li>A working knowledge of relevant legislation including: Children and Community Services Act 2004 and the Disability Services Standards</li> </ul>	Desirable		✓	✓		

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
<ul style="list-style-type: none"> <li>Knowledge of other agencies in particular, DCPFS, Health, Education and DSC, NDIS and wider sector.</li> </ul>	Desirable		✓	✓		
<ul style="list-style-type: none"> <li>Knowledge of the impact of trauma on children and of attachment theory</li> </ul>	Desirable		✓	✓		
<ul style="list-style-type: none"> <li>Knowledge of normal child development</li> </ul>	Essential		✓	✓		
<b><u>Personal Qualities</u></b>						
<ul style="list-style-type: none"> <li>Ability to communicate simply and effectively, both verbal and written, with a diverse group at all levels, recognising potential language barriers and cultural differences</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Tenacious, diligent and resilient with the ability to adopt a creative approach to problem solving in a fast paced environment</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability to work with a degree of autonomy, in a flexible and creative manner, within the agencies policies and procedures</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>To be able to evidence an understanding of the use of IT and electronic communications including Microsoft Office Applications; Word, Excel, Access, Visio and email</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Keen eye for detail and ability to work with a number of different terms, conditions and processes simultaneously</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Ability to think quickly and act appropriately to business need</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability to work respectfully in partnership with internal and external departments, agents/consultants and training providers</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Good team work skills</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Demonstrate initiative and creativity and work to quality standards</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Self-starter with the ability to work with a degree of autonomy, in a creative manner, within Company policies and procedures</li> </ul>	Essential	✓		✓		
<ul style="list-style-type: none"> <li>Reliability, flexibility and dependability</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Ability to create a positive working environment where people have the opportunity to reach their potential</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Ability to maintain confidentiality</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Ability to work under pressure and handle changing priorities</li> </ul>	Essential		✓	✓		
<b><u>Miscellaneous</u></b>						
<ul style="list-style-type: none"> <li>A commitment to Equal Opportunities and OH&amp;S in all work practices</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>A comprehensive working knowledge of all relevant legislation pertaining to children's services as well as publications which inform current thinking regarding best practice and the Safeguarding of children</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>A commitment to diversity and social inclusion which includes Aboriginal and Torres Strait Islander's, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>A commitment to providing a professional and quality service</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Ability and willingness to work flexibly including, early morning and evening and weekend work as necessary</li> </ul>	Essential			✓		

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
• Participation in an "On Call" service for Carers out of office hours	Essential			✓		
• Must possess a full current driving license relevant to the state this role is based	Essential	✓	✓			✓
• To be confident dealing with people in sometimes stressful/ difficult situations or remotely	Essential			✓		
• Willingness to undertake relevant statutory and personal reference checks	Essential			✓		
• Be prepared to seek advice where necessary	Essential			✓		

***Key Assets makes use of the National Federal Police Criminal Records and local State and Territory Working with Children checking services, which facilitates the checking of individuals' criminal records by employers where such individuals are to occupy 'positions of trust'. You may be required to consent to and apply for disclosures at regular intervals during your employment in this post and any offer of employment is provisional and conditional on the satisfactory outcome of the check. This is because this role involves access to sensitive data.***

<b>Signed by Job Holder:</b>	
<b>Date:</b>	
<b>Signed by Line Manager:</b>	
<b>Date:</b>	