

# Case Worker- Child and Youth Specific Inner City 1 – Homelessness and Housing Services

## Position Description

<b>Directorate:</b>	Vinnies Services
<b>Reports to:</b>	Team Leader, Case Management – Inner City 1
<b>Direct reports:</b>	NIL
<b>Location:</b>	Based within geographical region of Service Package or Service
<b>Primary position objective:</b>	Working specifically with Children and Young People, provide support to clients of Homelessness and Housing Services including undertaking case work with homeless persons and/or persons in danger of becoming homeless.

*The St Vincent de Paul Society is an Equal Employment Opportunity Employer*

### Directorate overview

This position is in the Vinnies Services directorate. The Vinnies Services directorate provides a range of evidence-based services and programs that support men, women and children experiencing poverty or disadvantage to rebuild their lives. The teams within the directorate and their functions are:

**Homelessness and Housing:** this team is responsible for state-wide management of excellent homelessness and housing services.

**Disability and Inclusion:** this team is responsible for state-wide management of excellent disability and inclusion services.

**Health:** this team is responsible for state-wide management of excellent health services.

**Clinical Governance:** this role is responsible for driving accountability for state-wide provision of high quality and safe services to the people we serve.

**Program and Service Quality:** this team is responsible for developing and implementing a Society-wide Quality Framework to support a culture of continuous improvement; and supporting quality review and audit processes.

**Service Innovation and Business Development:** this team is responsible for service innovation and business development.

## Accountabilities and responsibilities

### Child and Youth Specific Client Support

- Work within the Society's current model of Youth Case Management and Child Safe Framework
- Develop case plans that prioritise the safety and well-being of children and young people.
- Support the implementation of the NSW Child Safe Standards in the program/ service
- Supporting young people in ways that promotes independence.
- Advocating for young people where necessary.
- Assisting young person with living skills and community engagement where appropriate.
- Facilitating groups that assist target groups to meet the identified needs and goals.
- Practice coaching mentoring assisting staff when ad hoc support is required.

### The Case Worker will also:

- Contribute to the successful implementation of the Strategic Plan within their team.
- Contribute to a safe working environment for staff, members and volunteers by implementing the Society's workplace health and safety practices.
- Contribute to the implementation of effective risk management procedures to ensure compliance with legal, employment and governance requirements.
- Undertake home visits with clients located in temporary or transitional accommodation.
- Maintain client records and case notes, both electronic and handwritten, in a professional manner as per service policy.
- Meeting service targets as required by the manager, Society and/or external agencies.
- Attend staff meetings and training as directed.

## Critical Key Performance Indicators (KPIs)

- Ensure that required safeguarding reporting occurs within the required timeframes
- Appropriate response to people we service to meet their goals and aspirations, as developed and delivered through the case plan.
- Deliver targets and results within appropriate timeframes.

## Key working relationships

In addition to the Team Leader, Case Management and their direct reports, the Case Worker will foster positive working relationships with:

- Safeguarding Team
- Key Vinnies Services contacts.
- Managers, Support Workers, Conferences and Community Support Officers.

## Essential criteria

### Critical capabilities

There are nine capabilities expected of all employees across the Society:

- **'People we serve' centric:** (Level 1) Deliver, or support the delivery of, high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 1) Develop an understanding and respect for and be aligned to the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 1) Contribute to the delivery of positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 1) Work collaboratively with others to solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 1) Support the implementation of change.
- **Team performance:** (Level 1) Develop own performance and contribute to team performance.
- **Digital engagement:** (Level 1) Effectively participate in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 1) Contribute to generating new ideas that will improve services and ways of working.
- **Financial acumen:** (Level 1) Use the Society's resources responsibly.

### Role-specific criteria

- Minimum TAFE Certificate IV or currently undertaking tertiary study, in welfare or related field.
- Previous experience working with children and young people.
- Demonstrated understanding of the Children and Young Persons (Care and Protection) Act 1998
- Working knowledge of the child protection system and mandatory reporting obligations
- Previous experience supporting children and young people at risk
- Demonstrated awareness of appropriate local community support services for homeless clients, including government agencies and NGOs, and the capacity to build and maintain strong relationships with such service providers.
- Sound computer skills.
- Ability to work independently and as part of a team.
- Ability to use sound judgement and act appropriately in crisis and emergency situations.
- NSW driver licence

### Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.