

Case Worker, Coniston – Homelessness and Housing Services

Position Description

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| Directorate: | Vinnies Services |
| Reports to: | Manager, Homelessness and Housing - Illawarra |
| Direct reports: | NIL |
| Location: | Based within geographical region of Service Package or Service |
| Primary position objective: | 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.

Community Inclusion: this team is responsible for state-wide management of excellent community inclusion services, including disability 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

The Case Worker will:

- 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.
- Engage with persons sleeping rough and/or those people in danger of becoming homeless.
- Conduct initial intakes and assessments.
- Refer clients to appropriate external services and link to life skill and educational programs.
- Provide crisis intervention where appropriate.
- Provide information, resources and support.
- Advocate on behalf of the client at Government Departments, Courts and other service providers.
- Undertake home visits with clients located in temporary or transitional accommodation.
- Contribute to and explore options to people reach their full potential.
- Create collaborative partnerships with other key stakeholders and services.
- Client support should be offered at all times with a respectful, non-judgmental and inclusive attitude and manner, upholding and respecting the rights of clients at all times while maintaining client confidentiality.
- Assist clients to follow relevant rules and procedures of the service.
- Attend to the primary needs of clients.
- Provide a safe and welcoming environment for clients who are accessing the service.
- Assist and/or supervise a variety of client activities as directed.
- Where appropriate develop case plans with the clients, provide ongoing support to achieve the case plan and monitor, review and follow up the case plan.
- Maintain client records and case notes, both electronic and hand written, in a professional manner as per service policy.
- Meeting service targets as required by the manager, Society and/or external agencies.
- Manage the flow of clients and visitors in the building in a safe and responsible manner as set out in service procedure.
- Receive, respond to and redirect phone calls, mail and other correspondence for both staff and residents.
- Participate in maintaining a daily Communications Book.
- Collect and collate statistics and data as required
- Other administrative duties as directed.
- Supervise placement volunteers and students according to their training organisations requirements.
- Attend staff meetings and training as directed.

Critical Key Performance Indicators (KPIs)

- 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 Manager, Homelessness and Housing - Illawarra and their direct reports, the Case Worker will foster positive working relationships with:

- 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 providing support to marginalised and vulnerable people support to homeless persons.
- Demonstrated knowledge of issues relating to homelessness including but not limited to family breakdown, mental illness, drug, alcohol and gambling addictions.
- Demonstrated awareness of appropriate local community support services for homeless clients, including government agencies and NGO's, and the capacity to build and maintain strong relationships with such service providers.
- Excellent written and oral communication skills.
- Sound computer skills.
- Ability to work independently and as part of a team.
- Awareness and understanding of the Work Health and Safety legislation and a commitment to promoting safe work practices.
- 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.