

# Position Description



<b>Job title</b>	Senior Case Worker (50D)
<b>Department</b>	Specialist Re-entry Services
<b>Reports to</b>	Team Leader Specialist Re-entry
<b>Date prepared/reviewed</b>	October 2020
<b>Location</b>	Inner City Hub
<b>Position Details</b>	Max Term, Full Time

Our purpose is to inspire people, enliven communities and confront injustice. We address the causes of vulnerability and disadvantage, stand for a just society and support individuals and communities to be valued and connected.

## Position Objective

The purpose of this position is to provide professional case management, assessment, Aboriginal mentorship, and planning when required by the Team Leader, support and intervention services to men (including sex offenders) who have/are serving life and indeterminate sentences with their reintegration needs. The position provides intensive and often long term psycho-social support to men to promote a positive lifestyle and successful reintegration into the community.

## Values and Associated Behaviours

Uniting's Values and Behaviours which inform the job holder's decisions and actions.

**Imaginative** – We challenge convention, explore new possibilities and dare to dream for a better future

**Respectful** – We act with honesty and integrity, and open our hearts to all people without exception

**Compassionate** – We are nurturing, generous and thoughtful in our words and deeds

**Bold** – We face injustice head on and stand up for what is right and true with confidence and strength.

Additionally, the role will:

- Respectfully work within the Christian ethos of the Uniting Church
- Works in a way that is consistent with Uniting WA's leadership expectations
- Operate ethically and enhance the integrity of the organisation.

## Key Responsibilities

These represent the key outputs of the job, the job's deliverables. They are not specific activities in themselves. These form the basis of the objectives and measurements set for the job holder under the Uniting Performance Management System annually

- Development of strong, positive relationships with participants and their families in order to effectively engage in:

- Case management
- Aboriginal/cultural mentorship as and when required by the Team Leader
- Detailed assessment of participant needs and risk to inform case management and planning
- Application of professional expertise and knowledge to develop and negotiate participant focused case plans and change strategies in consultation with referral agencies and other service providers
- Effective provision of a range of interventions and support strategies for participants participating in the programme
- Referral and broker access to external supports as required
- Sound management and support of complex and difficult cases under clinical supervision
- Preparation of written reports as required
- Contributes effectively to the development of programme and agency policies and professional practice
- Contribute to and be part of the organisational culture, where the team work co-operatively and participant service, quality, safety, confidentiality, creatively and a positive work environment are the focus.
- Maintain an awareness and sensitivity toward cultural diversity and act accordingly.
- Comply with health, safety and environmental procedures such as ensuring the establishment and maintenance of a healthy and safe work environment that protects staff, participants, facilities, equipment, visitors and the environment.
- Attend meetings as required.
- Active participation in professional development and supervision
- Ensure the efficient use and maintenance of materials and equipment
- Maintain a high level of skill in Microsoft office and/or other similar computer packages relevant to the position
- Respond to, action and record any complaints
- Report any problems and make constructive suggestions toward their resolution
- Maintain all professional accreditations, police clearances, licences and attend any refresher courses as per program/agency requirements
- Any other duties as directed by your line manager.

#### Standard Key Responsibilities (for all Uniting staff)

- To operate within delegated authority and comply with legal, regulatory obligations and requirements of our internal policies and procedures
- Identify and deal (manage and monitor) with risks associated with Uniting
- Compliance with the values and associated behaviours of Uniting
- Compliance with the policies and procedures of Uniting including statutory policies
- Completion of any training and associated assessments identified as a requirement of the position.

#### Competencies

The knowledge and soft skill requirements necessary for this position.

- Sound interpersonal skills to promote engagement, case management and support
- Sound Aboriginal cultural skills, practices, and the ability to mentor men with such practices and physical activities (e.g., fishing, hunting, art, yarning etc.)
- Demonstrated excellent assessment and case planning skills
- Skills in engaging, working and communicating respectfully with participants
- Sound communication skills including the ability to prepare reports, liaise with stakeholders, promote the agency and communicate well with employees, other agencies and participants
- Ability to identify and contribute towards the management of risk
- Ability to work in a team environment
- Experience in collecting data, analysing information and preparing reports.

## Qualifications

Education, experience and technical skills required for this position.

- Uniting WA recognises Aboriginality as a genuine qualification for this position under 50D of the Equal Opportunity Act 1984. To apply you must be of Aboriginal or Torres Strait Islander descent, identify as such, and be recognised by the community
- An understanding of the role of the Department of Justice and the Prisoner Review board
- Strong administrative skills including Microsoft packages
- Ability to work in a person centred, strength-based and solution focused manner with participants and the team.
- Relevant formal qualification and experience or substantial progress towards a formal qualification and significant relevant experience
- C Class driver's licence
- Current National Police Clearance
- Current First Aid Certificate
- Knowledge of contemporary theories of reintegration
- Knowledge and understanding of Aboriginal culture and ability to work with Aboriginal and linguistically diverse participants

## Additional Information

Any additional information that would be helpful to someone trying to understand the nature or purpose of the position.

- You must be able to obtain a prison clearance to be successful in this position
- This role is required to engage with the following parties:
  - Participants
  - External Agencies
  - Community