

# Position Description



<b>Job title</b>	Case Worker
<b>Department</b>	Children Services – Futures
<b>Reports to</b>	Specialist Team Leader Futures
<b>Date prepared/reviewed</b>	November 2022
<b>Location</b>	Various Uniting sites
<b>Position Details</b>	Permanent Full Time/Part 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

Brief summary of position's purpose:

The purpose of this position is to provide casework supports to children and young people who have high support needs due to experiences of abuse, trauma, illness or disability and to provide ongoing placement support to Long – term or Short – break carers and / or support workers.

## 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.

- Provide case management and support to clients assisting them achieve their immediate and long term personal goals and accommodation needs
- Actively provide the intake and assessment of children and young people referred to the program
- Competently negotiate and implement individualised case plans for children and families accepted into the program
- Effectively coordinate services provided for children and young people admitted to the program
- Monitor service standards
- Provide sound management and maintenance of placements including maintenance and administration of individual funding packages
- Use initiative and own judgement when issues are not clear
- Responsible for the management and problem solving of issues related to services
- Efficiently and effectively refer children, families and/or carers to other services providers or professional bodies, as appropriate
- Develop and maintain sound working relationships with other stakeholders involved in the provision of support and services to children, families and/or carers
- Actively monitor and assess the professional development and supervision
- Provide professional advice to outside agencies, members of the public and stakeholders
- Understand, represent and promote the program and agency, according to Uniting mission, vision and values
- Provide specialist advice to staff at lower levels
- Contribute to the recruitment, assessment, training and ongoing support of carers and support workers
- Assist with training needs as required
- Have an understanding of Industrial Relations legislation
- Accurately maintain client and agency documentation in accordance with agency procedures
- Prepare written reports for internal and external review forums including Court proceedings
- Ensure that safety considerations are a priority in all work undertaken by employees and volunteers, report any critical incidents to Team Leader
- Any other duties that may arise from time to time which fall within the parameters of this role and within the level of skills, competency and training of the incumbent.

## 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:

- knowledge and skill regarding trauma and attachment theory as it relates to the practice of supporting children in care
- Ability to contribute to recruitment, induction and ongoing supervision and training of new staff and carers
- Highly developed team work skills including dealing with conflict and underperforming team members effectively
- Capable of completing funding applications and funding plans that meet the individual needs of children, young people and carers
- Ability to set priorities, respond to competing demands and meet specific deadlines to ensure children/young people are adequately supported and to ensure contractual compliance
- Ability to exercise initiative and good judgment when procedures are not clearly defined
- Sound assessment and case management skills
- Sound communication skills including the ability to: prepare reports, submissions and other documents: liaise with stakeholders: promote the agency and communicate well with employees, other agencies and clients
- Willingness to implement Uniting mission statement, organisational plans and uphold philosophical bases
- Conversant with the functions of the NDIS and Dept. CPFS and apply the provisions of the Children's Services Act
- Participate in investigations of serious concerns about children's welfare and safety and make recommendations for appropriate action
- Computing skills in word processing
- Ability to work in ways that are congruent with the values of Uniting and the Uniting Church in Australia.

## Qualifications

Education, experience and technical skills required for this position.

- Tertiary qualifications in relevant discipline, or substantial progress towards a relevant degree
- Valid West Australian C class Drivers Licence
- Current National Police Clearance
- Current First Aid Certificate
- Current Working with Children Check
- Knowledge of theories and practice relating to child development, the neurobiology of trauma, attachment, child protection and out of home care
- Knowledge of Human Rights and Equal Opportunities legislation
- Knowledge of Disabilities Services Act 1986, Disability Services Standards and NDIS
- Experience working in the child protection and/or disability sectors
- Experience in the provision of out of home care services.

## Additional Information

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

This role will be required to engage with the following external parties:

- Children / Young people and their families or Guardians External agencies including Department for Child Protection and NDIS
- Service users
- Foster Families