



**POSITION DESCRIPTION**

**OOHC CASEWORKER**

<b>1. POSITION TITLE</b> Out of Home Care Caseworker	<b>2. ORGANISATION LOCATION</b> Cardiff	<b>3. PERFORMANCE MANAGER</b> Casework Manager OOHC
<b>4. POSITION CATEGORY</b> SCHADS Award	<b>5. CLASSIFICATION</b> Level 4 pay point 1	<b>6. POSITION STATUS</b> Full Time/Part Time
<b>7. POSITION SUMMARY</b> To provide Out of Home Care case management to children and young people, their carers and families as delegated by Community Services.		
<b>8. PERSONAL ATTRIBUTES / SELECTION CRITERIA</b> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• A commitment to the Vision, Mission and Values of our organisation.</li> <li>• A degree in Social Welfare, Social Work or Psychology and/or equivalent experience in the delivery and management of OOHC.</li> <li>• Demonstrated capacity to refer to and work within relevant legislation, workplace policies, and standards relating to Out Of Home Care.</li> <li>• Demonstrated understanding of the needs and complexities relating to stakeholders in Out of Home Care.</li> <li>• Demonstrated time management and reflective practice skills in a busy environment with many competing priorities.</li> <li>• Demonstrated high level written and verbal communication skills and professional computer literacy.</li> <li>• Demonstrated team work skills.</li> <li>• Willingness to work outside of business hours including on call roster.</li> <li>• Current driver licence and use of own vehicle with comprehensive car insurance.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Professional experience in casework, Child Protection and Out Of Home Care.</li> <li>• Sound understanding of child development, trauma and attachment theory.</li> <li>• Experience in working from a strengths-based and a children's rights perspective.</li> </ul>		
<b>9. QUALIFICATIONS/LICENCES</b> <ul style="list-style-type: none"> <li>• Tertiary qualifications in the social or behavioural sciences or a related discipline.</li> </ul>		

## 10. ORGANISATIONAL ENVIRONMENT

CatholicCare is a not for profit provider of a range of whole of life services to individuals, families, and groups as agencies of the Catholic Diocese of Maitland-Newcastle. There are approximately 700 employees operating in over 20 separate sites across the Hunter and Manning regions. Turnover is approximately \$35m per annum.

11.

### MISSION - VISION - VALUES

#### **Our Mission...**

*CatholicCare Hunter Manning listens and responds by working together with communities to build a stronger, fairer and kinder society that values children, young people, families and individuals. Through Christ's mission we seek to provide opportunities for people to 'have life and have it to the full'.*

#### **Our Vision...**

*For inclusive, just and strong communities. We nurture, respect and encourage strong relationships where the individuality and strengths of each person are respected, valued and celebrated.*

#### **Our Values...**

*Innovation – we continually challenge ourselves to consider all creative options*

*Acknowledging – our feelings and actions; we acknowledge our circumstances and choose to respond respectfully; we take responsibility for our behaviour*

*Learning and improving – we all bring skills and practice knowledge that we share to achieve continuous improvement*

*Inspiring – we encourage each other to reach our full potential*

<b>12. Key Performance Area</b>	<b>Key Tasks</b>	<b>Performance Indicators</b>
1. Provision of casework and case management to children & young people in Out Of Home Care	<ul style="list-style-type: none"> <li>• Ensure a child and young person's needs are being met according to the Seven Dimensions of Care and NSW Out-of-Home Care Standards.</li> <li>• Provide case work services to carers, children and young people in placements supervised by CatholicCare.</li> <li>• Development, monitoring and review of case and financial plans for children and young people in Out-of-Home Care.</li> <li>• Maintain accurate, child-centred up-to-date records of all interactions and progress in accordance with Office of the Children's Guardian guidelines and CatholicCare's policies.</li> <li>• Administer electronic case management tool.</li> <li>• Prepare placement/contact reports and court reports as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Child's needs are identified and met within the Out-of-Home Care System.</li> <li>• The child and young person's best interests are the focus of decision making and actions.</li> <li>• Case and Financial Plans are prepared in a timely manner.</li> <li>• High quality documents and reports are produced in a timely manner.</li> <li>• Children's files are up-to-date and of high quality as per auditing standard.</li> <li>• Stakeholders provide primarily positive feedback.</li> </ul> <p>Regular updates provided to Community Services for children in their case management.</p>

	<ul style="list-style-type: none"> <li>• Plan and attend/facilitate relevant meetings with stakeholders e.g. case conferences, carer reviews and health/education planning meetings.</li> <li>• Maintain regular contact with children and young people and other relevant parties to ensure children's safety, welfare and wellbeing in Out-Of-Home Care.</li> <li>• Update authorised carers regarding court processes, placement disclosure and significant changes to the child's circumstances.</li> <li>• Ensure children and young people have opportunities to develop appropriate connections with their birth family.</li> <li>• Update birth family regarding significant changes in the child/young person's placement.</li> <li>• Work collaboratively with Community Services according to Case Management policy guidelines.</li> <li>• Authorisation is sought in a timely manner from Community Services in relation to matters of delegated parental responsibility.</li> <li>• Arrange internal and external authorisations according to delegations.</li> <li>• Participate in Allegations in Care and Child Protection investigations.</li> <li>• Build carer capacity to independently meet day to day needs of children and young people in their care.</li> <li>• Monitor carer completion of life story work for each child and young person.</li> <li>• Provide interventions to support and stabilise all placements.</li> </ul> <p>Make referrals to appropriate support services internally and externally to meet the ongoing needs of children, young people and families.</p>	
<p>2. Education, review and support of authorised carers</p>	<ul style="list-style-type: none"> <li>• Participate in the design and implementation and delivery of additional educational sessions and resources.</li> <li>• Undertake carer reviews as needed.</li> <li>• Monitor carer adherence to the conditions of authorisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Carer practice issues are identified and addressed in a timely manner.</li> <li>• Development needs are identified</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate in recruitment campaigns, information Sessions and the delivery of "Shared Stories Shared Lives" initial carer training.</li> <li>• Respond to initial enquiries from potential carers.</li> <li>• Undertake assessments of prospective carers according to the Step by Step assessment tool and other tools as appropriate.</li> </ul>	
3 Recruitment of prospective carers	<ul style="list-style-type: none"> <li>• Participate in recruitment campaigns, information Sessions and the delivery of "Shared Stories Shared Lives" initial carer training.</li> <li>• Respond to initial enquiries from potential carers.</li> <li>• Undertake assessments of prospective carers according to the Step by Step assessment tool and other tools as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment tasks are undertaken as required.</li> </ul>
4. Fee for service assessments (as required)	<ul style="list-style-type: none"> <li>• Relative/Kinship Carer assessments (through Non-Placement Support Services) completed for Community Services.</li> </ul>	<ul style="list-style-type: none"> <li>• High quality report produced in a timely manner.</li> </ul>
5. General	<ul style="list-style-type: none"> <li>• Abide by all CatholicCare and Diocesan policies and procedures.</li> <li>• Mandatory reporting legislation and Diocesan Child Protection Policy and guidelines are adhered to.</li> <li>• Participate in organisational events, development and strategic planning activities.</li> <li>• Participate in internal and external meetings in a manner which contributes to the positive development of the program.</li> <li>• Provide information on program services and community supports as required.</li> <li>• Actively engage in professional supervision, individual work programming, performance planning and professional development opportunities.</li> <li>• Working collaboratively with colleagues and management.</li> <li>• Utilise self-care strategies.</li> <li>• Maintain own professional practice &amp; awareness of current research in practice.</li> <li>• Maintain up-to-date knowledge of,</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal communications and professional behaviour reflect organisational expectations as per the Code of Behaviour.</li> <li>• Information is provided to relevant bodies regarding children at risk in a timely manner.</li> <li>• Relevant meetings and events attended.</li> <li>• Staff member practices a positive working relationship with colleagues.</li> <li>• HR documentation is completed at the minimum frequency with evidence available that staff member contributed to the process.</li> <li>• WHS best practice is promoted in the workplace.</li> <li>• On call commitment is</li> </ul>

	<p>and promote, WHS best practice as per legislation, policies and procedures.</p> <ul style="list-style-type: none"> <li>• Provide after hours on call support as a member of the Out Of Home Care program.</li> <li>• Other duties within the scope of the position that may be assigned from time to time.</li> </ul>	equivalent to peers.
6. Confidentiality	<ul style="list-style-type: none"> <li>• Maintain absolute confidentiality at all times in relation to the clients and the operation of the service.</li> </ul>	<ul style="list-style-type: none"> <li>• Confidentiality is maintained in regards to clients, staff and service operations.</li> </ul>

### 13. KEY RELATIONSHIPS & COMMUNICATIONS

RELATIONSHIP	PURPOSE & FREQUENCY
1. Operations Manager	Daily for issues that arise / Key issues reporting
2. Casework Manager, Community and team members	Daily for issues that arise – supporting and reporting, Monthly Supervision
3. Partner Agencies	As required for successful coordination, referral and communication of the Links To Independence Program
4. Other Stakeholders	As required for successful coordination, referral and communication of the Links To Independence Program
5. Office Manager/Admin	Signing on and off; stationery and consumable purchases; OH & S

### 14. SIGNIFICANT CHALLENGES

What?	Why?
Mediating stakeholders' opinions regarding the needs of a child or young person.	Often stakeholders have conflicting opinions of what is best for a child of young person in care.
Consistently high workloads in a complex and changing environment.	Community Services funding and expectation changes. Impact on organisational structure and day-to-day procedures.
3. Understanding and implementing a client centred philosophy or work practice	For client centred philosophy to be effective strong emotional boundaries and professional practice is essential.

### 15. EMPLOYMENT CONDITIONS

All CatholicCare employees are required to participate in performance management, in accordance with our policies and procedures.

In line with our values, all CatholicCare employees are offered appropriate education and development opportunities, some of which may require compulsory attendance.

## **REMUNERATION**

Remuneration will normally consist of:

Base Salary, plus,  
9.5% Superannuation

Remuneration packages may vary. Some packages may also include:

Motor Vehicle  
Mobile Phone  
Laptop

All eligible employees have the option to salary sacrifice base salary for \$15,898 tax free benefits.

## **16. LEGISLATION & CATHOLIC CARE POLICY**

### **Occupants must:**

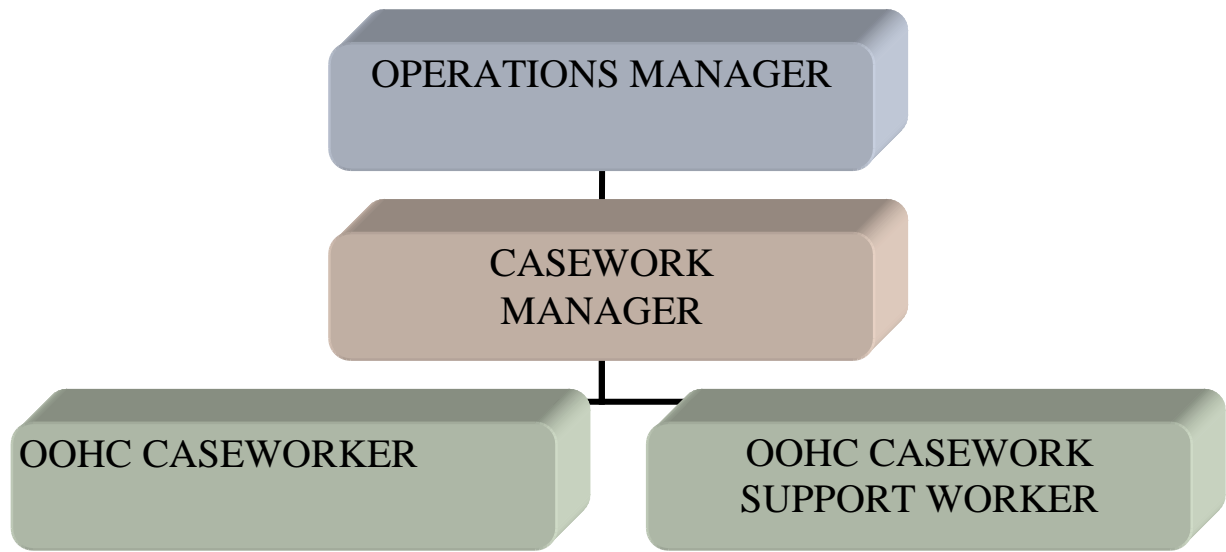
- Abide by the laws of the Commonwealth of Australia and NSW and the policies of CatholicCare. Any criminal or civil action taken against the occupant must be reported immediately to the Director/HR Manager;
- take reasonable action to familiarise himself / herself with CatholicCare policies and procedures., and compliance with WH&S laws and regulations;
- not take advantage of their role in CatholicCare for personal gain;
- take responsibility for their personal safety and the wellbeing of other employees, clients, contractors and other visitors to CatholicCare; and,
- Only make decisions within their delegated responsibilities.

## **17. EXPECTED EMPLOYEE BEHAVIOUR**

### **Employees must:**

- Display a commitment to the Mission, Vision & Values of CatholicCare
- Display respect for themselves and their colleagues
- Have a commitment to teamwork and contribute to the team and organisational performance by seeking ways to continually improve
- Deal with residents/clients in a correct manner
- Attend staff meetings and compulsory education when required
- Maintain confidentiality and exercise discretion in relation to all CatholicCare matters and personal information concerning colleagues and residents / clients.

**18. ORGANISATIONAL CHART - Main functional links**



**P.D Last Reviewed** \_\_\_/\_\_\_/\_\_\_

**Next Review is due on** \_\_\_/\_\_\_/\_\_\_

I have read, understand and agree to the content of this position description.

Signature.....

Print Name.....

Date...../...../.....