

## POSITION DESCRIPTION

<b>1. POSITION TITLE</b> Family Perseveration - Parenting Partner Caseworker Permanency Support Program	<b>2. POSITION LOCATION</b> Hunter - Maitland, Cessnock, Muswellbrook.	<b>3. DIRECT MANAGER</b> Family Perseveration Team Manager, Permanency Support Program
<b>4. SERVICE AREA</b> Permanency Support Program	<b>5. CLASSIFICATION</b> SCHADS Level 5	<b>6. POSITION STATUS</b> Permanent Part time/30hrs
<b>7. POSITION SUMMARY</b>		
<p>The implementation of the Permanency Support Program (PSP) in 2017 is one of the most significant changes to the child protection and out-of-home care system in decades and is part of a broader suite of reforms under Their Futures Matter.</p> <p>PSP Family Preservation aims to do everything possible to prevent children entering foster care by assessing both risks and strengths of families identified by Department of Family &amp; Community Services at risk of significant harm. This aims to build on parenting capacity and improve safety for the child by supporting, modelling and referring as needed with wrap around services. Family Preservation will be actioned by a multidisciplinary circle of practitioners, family workers, therapeutic specialists, parents, family, community and the child/young person.</p> <p>As part of the Preservation Team the Parenting Partner will work alongside a small number of families to assess and coach parents to recognise strengths, overcome problems and develop parenting knowledge and build on parent craft skills, to provide safe and secure home environment. The parenting partner will also engage extended family and community to increase networks support &amp; connections available to the family. The program is framed around an evidenced strengths based, outcomes model with training and regular supervision of the team.</p>		
<b>8. PERSONAL ATTRIBUTES / SELECTION CRITERIA</b>		
<p style="text-align: center;"><b>Essential</b></p> <ul style="list-style-type: none"> <li>• A commitment to the Vision, Mission and Values of our organisation.</li> <li>• Relevant experience and Bachelor of social work, psychology, allied health, education or other social sciences.</li> <li>• Demonstrated compassion towards and understanding of the holistic needs of children and families affected by trauma with experience working within a trauma informed practice model.</li> <li>• A solid understanding of child development and milestones, issues affecting vulnerable &amp; disadvantaged families, and an interest in assisting others to enhance parenting capacity.</li> <li>• Ability to respectfully engage with and mentor birth families who come from many different walks of life to problem solve, increase positive outcomes &amp; networks of support.</li> <li>• Demonstrated capacity to work independently (often in families' homes) and as part of a team.</li> <li>• An awareness of Aboriginal culture and the issues faced by them and people from CALD backgrounds that may impact on parental roles, family and community relationships.</li> <li>• High-level interpersonal skills relating to effective communication, attention to detail, ability to inspire others and contribute to a positive team culture.</li> <li>• Flexibility to be available outside of core business hours in performing duties position.</li> </ul>		

## 9. CHECKS/LICENCES

- Bachelor in social work, psychology, allied health, education or other social sciences.
- Current driver licence and use of own vehicle with comprehensive car insurance.
- Current paid Working with Children Check.

## 10. ORGANISATIONAL ENVIRONMENT

CatholicCare Social Services Hunter-Manning is a not-for-profit organisation and a mission and outreach agency of the Catholic Diocese of Maitland-Newcastle. Our services include a range of child and family services, youth services, disability, community services, mental health and Permanency Support Programs. All staff are required to work within the ethos of the Catholic Church.

## 11. MISSION – VISION – VALUES

### **Our Mission**

*CatholicCare Hunter Manning listens and responds by working together with local 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 realise their individual potential.*

### **Our Vision**

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

### **Our Values**

*Respect – We show consideration for ourselves and others, whilst recognising each other's differences*

*Justice – We believe in, actively seek and encourage, equality for all*

*Connection – We are committed to developing and enhancing meaningful relationships with, and between, our communities including agencies of the Catholic Diocese of Maitland-Newcastle, funding bodies and like-minded organisations that uphold a commitment to assisting the vulnerable.*

*Collaboration - We encourage teamwork that achieves tangible outcomes through open communication, lateral thinking and positive reinforcement*

*Innovation – We anticipate change and proactively ensure our service delivery is at the forefront of industry standards.*

## 12. PERFORMANCE

Key Performance Area	Key Tasks	Performance Indicators
Development and delivery of evidence based family assessment and coaching.	<ul style="list-style-type: none"> <li>• Implement strengths based in home parenting assessment &amp; parenting education programs individually with parents, children, and extended family.</li> <li>• Work as a team with DCJ &amp; families to overcome barriers &amp; achieve</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of positive change in interactions within family &amp; community.</li> <li>• Evidence families have participated in a parenting education and coaching.</li> <li>• Evidence of safer, more settled, sustainable family</li> </ul>

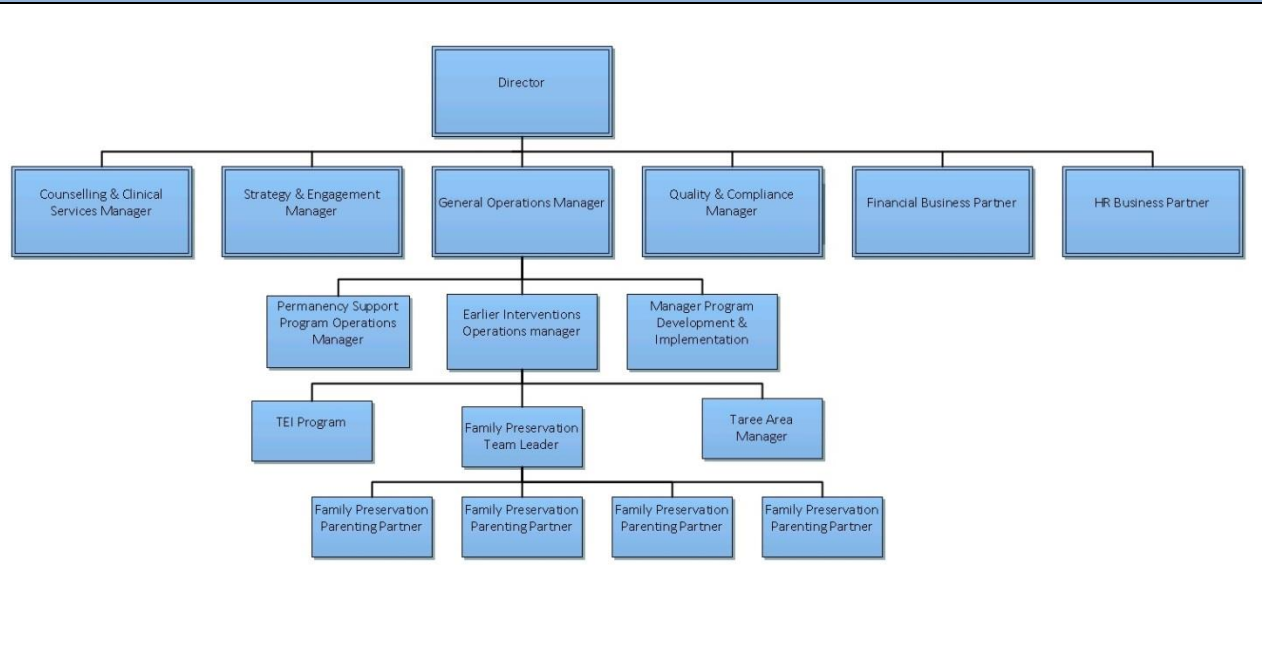
	<p>outcomes.</p> <ul style="list-style-type: none"> <li>• Support parents in developing their learning about parenting and assist them when dealing with specific challenges.</li> <li>• Refer and engage Children &amp; families with a range of local services, educational options &amp; networks of support.</li> </ul>	<p>life with reduction in Risk of Significant Harm reports.</p> <ul style="list-style-type: none"> <li>• Improved child &amp; parental wellbeing.</li> <li>• Improved educational attendance &amp; outcomes.</li> <li>• Families demonstrate links to networks of support.</li> </ul>
Report writing, record keeping and reporting	<ul style="list-style-type: none"> <li>• Conduct family assessments and reports line with model of practice timeframes, legislation and operational requirements.</li> <li>• Be responsible for scheduling home interactions at families' convenience and advising supervisor.</li> <li>• Develop, implement and monitor Case/ family support plans, in line with evidenced model and in care team consultation.</li> <li>• Maintain quality records for all interactions as per legislative and operational requirements.</li> <li>• Ensure all policies and procedure and legislative requirements are adhered to by following workflow processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Outcome measures and data is accurate, well researched and up to date on database.</li> <li>• All written documentation reflects our values and strength base approaches when working alongside vulnerable families.</li> <li>• All case notes are up to date and entered in a timely manner. Relevant aspects of case management plans are up to date.</li> <li>• Evidence of all work being undertaken according to workflow and consequently no feedback from funding or legislative bodies regarding outstanding issues.</li> <li>• Reviews are held every 3 months with DCJ.</li> </ul>
Participate and contribute to the team structure	<ul style="list-style-type: none"> <li>• Contribute to the development and promotion of educational and training initiatives.</li> <li>• Attended and participate in all team meetings, staff development opportunities and other meetings where appropriate.</li> <li>• Take responsibility for giving and receiving</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance at team meetings and staff development workshops.</li> <li>• Active participation in wider PSP team meetings and team building, and reflective practice sessions is evidenced.</li> <li>• Evidence of participation in reflective practice, feedback sessions resulting in</li> </ul>

	feedback within the team setting.	changed/developed practice.
Confidentiality	<ul style="list-style-type: none"> <li>Maintain absolute confidentiality at all times in relation to the stakeholders and the operation of the service.</li> </ul>	<ul style="list-style-type: none"> <li>Confidentiality is maintained in regards to stakeholders, staff and service operations.</li> </ul>
General	<ul style="list-style-type: none"> <li>Abide by all CatholicCare and Diocesan policies and procedures, including mandatory reporting legislation and Diocesan Child Protection Policy.</li> <li>Participate in organisational events, development and strategic planning activities, and external meetings.</li> <li>Actively engage in professional supervision, individual work programming, performance planning and professional development opportunities.</li> <li>Maintain own professional practice &amp; awareness of current research in practice.</li> <li>Maintain up-to-date knowledge of, and promote, WHS best practice as per legislation, policies and procedures.</li> <li>Participation in PSP On Call Roster after six months employment with CatholicCare Hunter-Manning</li> <li>Other duties within the scope of the position that may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>All behaviours reflect organisational expectations as per the Code of Conduct policy.</li> <li>Information is provided to relevant bodies regarding children at risk in a timely manner.</li> <li>Evidence that relevant meetings and events are attended and team member practices a positive working relationship with colleagues.</li> <li>Evidence of attendance at supervision sessions.</li> <li>Evidence that professional practice is in line with current evidence based programming.</li> <li>All WHS policies and procedures are followed.</li> <li>Evidence of participation in on-call roster.</li> <li>Evidence of participation in other duties.</li> </ul>
<b>13. KEY RELATIONSHIPS &amp; COMMUNICATION</b>		

RELATIONSHIP	PURPOSE & FREQUENCY
Children/ Young People & Families	Interact with each of your allocated families up to 3 days / week at times convenient to family life to conduct the evidenced based model of practice.
Preservation Team Leader & team members	Regular interaction to ensure safety, establish and maintain positive work ethic and practice including regular supervision.
DCJ, Community and external stakeholders	Regular contact to assess, review, & deliver outcomes for children & families.
<b>14. SIGNIFICANT CHALLENGES</b>	
What?	Why?
1. Working in a fast paced, multidisciplinary team in an environment of demanding workloads, challenging situations and practical and emotional stressors.	<ul style="list-style-type: none"> <li>• The nature of working with trauma in families and the subsequent complex family dynamics.</li> <li>• Engaging &amp; reconnecting extended family &amp; Community Services can be challenging in order to achieve outcomes within a set timeframe.</li> </ul>
2. Change Management	<ul style="list-style-type: none"> <li>• The program, structure and position description are undergoing significant change and growth both within the sector and internally.</li> </ul>
<b>15. EMPLOYMENT CONDITIONS</b>	
<p>All CatholicCare employees are required to participate in performance management, in accordance with our policies and procedures.</p> <p>In line with our values, all CatholicCare employees are offered appropriate education and development opportunities, some of which may require compulsory attendance.</p>	
<b>16. LEGISLATION &amp; CATHOLIC CARE POLICY</b>	
<p><b>Occupants must:</b></p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Take reasonable action to familiarise himself / herself with CatholicCare policies and procedures, and compliance with WH&amp;S laws and regulations;</li> <li>• Not take advantage of their role in CatholicCare for personal gain;</li> <li>• Take responsibility for their personal safety and the wellbeing of other employees, clients, contractors and other visitors to CatholicCare; and,</li> <li>• Only make decisions within their delegated responsibilities.</li> </ul>	
<b>17. EXPECTED EMPLOYEE BEHAVIOUR</b>	
<p><b>Employees must:</b></p> <ul style="list-style-type: none"> <li>• Display a commitment to the Mission, Vision &amp; Values of CatholicCare.</li> <li>• Display respect for themselves and their colleagues.</li> <li>• Have a commitment to teamwork and contribute to the team and organisational performance by seeking ways to continually improve.</li> </ul>	

- Work with residents/People We Support in line with relevant legislation.
- 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 / People We Support.

**18. ORGANISATIONAL CHART**



<b>Position Description last reviewed:</b>	28/8/2020	<b>Next review due:</b>	30/6/2021
<b>Occupant Name:</b>			
<b>Occupant Signature:</b>		<b>Date:</b>	