

POSITION DESCRIPTION

1. POSITION TITLE Life Story and Cultural Planner, Permanency Support Program	2. POSITION LOCATION Based in Maitland	3. DIRECT MANAGER Care Team Manager, Permanency Support Program
4. SERVICE AREA Permanency Support Program	5. CLASSIFICATION SCHADS Level 5	6. POSITION STATUS Permanent Part-Time
7. POSITION SUMMARY		
<p>In October 2017 the new Permanency Support Program was launched to replace the previous Out of Home Care. This sector wide change redirected our focus to one that is centred on safety, permanency and wellbeing for children, young people and their families and kin. The changes aim to give every child and young person the chance to have a loving, permanent home for life, whether that be with his or her parents, extended family or kin, or through open adoption or guardianship. There is an acknowledgement that there will be a need for some children to remain in long term care due to complex needs and circumstance.</p> <p>The implementation of the Permanency Support Program 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. The Permanency Pathway will be developed and actioned by a multidisciplinary circle of practitioners, clinicians/therapeutic specialists, birth parents, carers and the child/young person. The various roles within the circle will cover Care Team Coordinator, Permanency Planner, Parenting Partner, Life Story & Cultural Planner, Carer Engagement Facilitator, Care Team Support Worker and Therapeutic Specialist.</p> <p>The Life Story and Cultural Planner provide support to children and young people to preserve their cultural identity as well as their connection to culture and family; including language, spirituality and religion, connection and sense of belonging to family, community, country and culture. This position helps ensure that important cultural and family information is maintained for any child/young person who is too young to contribute to their own cultural support plan or for a child who does not want to identify with their community or culture.</p>		
8. PERSONAL ATTRIBUTES / SELECTION CRITERIA		
<ul style="list-style-type: none"> • A Commitment to the Vision, Mission and Values of our organisation. • Highly developed time management and reflective practice skills. • Direct experience in collaboration and commitment to a teamwork approach. • Experience working with children/young people, parents/carers and families with a high commitment to child inclusive practice and best practice case work principles. • Sound understanding of child development, trauma and attachment theory. 		

- Direct experience in identifying the cultural needs of the children/young people in collaboration with family and community to develop and review Cultural Plans.
- Demonstrated high level of consultation and analytical skills, including ability to consult with a variety of stakeholders and use feedback to inform direction of Life Story work and cultural planning.
- Demonstrated high level written and verbal communication skills, including the ability to utilise visual map with children/young people and family with complex trauma history, such as Eco mapping, Mobility mapping, genogram, drawings and photographs.
- Demonstrated high level of organisation skills, including abilities to collate physical evidence such as pictures, health records, first toy and memorabilia for Life Story work.
- Proven commitment to work flexible hours as required for program success, including On Call roster.

Desirable

- Experience working with people from a CALD and ATSI background.

9. QUALIFICATIONS / LICENCES

- Relevant tertiary or Diploma qualification in a social science field, social work or behavioural sciences or a related discipline (or working towards)
- 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, refugee service, 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 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

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
1. Develop and review cultural plans	<ul style="list-style-type: none"> Identifying the cultural needs of the children/young people in collaboration with family and community to develop and review Cultural Plans. Consult with a variety of stakeholders and use feedback to inform direction of Life Story work and cultural planning. 	<ul style="list-style-type: none"> Good quality Cultural plans are developed and reviewed in according to timeline specified in The Hub Inputs are sought from children/young person, family/caring family and community as part of the development of the Cultural Plan
2. Develop and review Life Story Work	<ul style="list-style-type: none"> Utilise visual map with children/young people and family with complex trauma history, such as Eco mapping, Mobility mapping, genogram, drawings and photographs Consult with a variety of stakeholders and use feedback to inform direction of Life Story work and cultural planning. 	<ul style="list-style-type: none"> Good quality Life Story Work are developed and reviewed in according to timeline specified in The Hub Input is sought from the child/young person, family/caring family and community as part of the development of the Life Story Work
3. Record keeping and reporting	<ul style="list-style-type: none"> Maintain accurate and comprehensive case files that meet both legislative and organisational requirements and in line with safe home for life guidelines including the permanent placement principle, best practice principle and NSW Therapeutic Care Framework. 	<ul style="list-style-type: none"> Case management records are maintained and contain high quality information relating to clients and stakeholders and comply with organisational procedures, current legislation and best practice principles Audits will be compliant. Information collected will

	<ul style="list-style-type: none"> Request information as required according to principles of Section 16A. Collate physical evidence such as pictures, health records and memorabilia for Life Story work. 	be safely stored and meet the CatholicCare confidentiality standard
4. Participate and contribute to the team and organisational structure	<ul style="list-style-type: none"> Attend and participate in all team meetings, staff development & training, organisational events & external meetings where appropriate. Take responsibility for giving and receiving feedback within various team settings. Contribute to team building and cohesion. 	<ul style="list-style-type: none"> Team meetings and staff development workshops are attended and information is relayed back to the wider team. Interagency and other stakeholder meetings are attended Active participation in reflective practice and educational sessions is evidenced. Evidence of positive contribution to team is noted by supervisor.
5. General	<ul style="list-style-type: none"> Abide by all CatholicCare and Diocesan policies and procedures, including mandatory reporting legislation and Diocesan Child Protection Policy. Actively engage in operational supervision. Maintain up-to-date knowledge of, and promote, WHS best practice as per legislation, policies and procedures. Other duties within the scope of the position that may be assigned from time to time. 	<ul style="list-style-type: none"> Information is provided to relevant bodies regarding children at risk in a timely manner, policies and procedures and Code of Conduct are adhered to. Evidence of active participation in monthly operational supervision. WHS best practice is promoted in the workplace and in carer homes. Evidence of other duties is available.
6. Confidentiality	<ul style="list-style-type: none"> Maintain absolute confidentiality at all times in relation to the clients and the operation of the service. 	<ul style="list-style-type: none"> Confidentiality is maintained in regards to clients, staff and service operations.

13. Key Relationships & Communications		
1. Operations Permanency Program	Manager, Support	As required for issues that arise that cannot be resolved by line Manager/ Key Issues reporting.
2. Care Team Permanency Program	Manager, Support	Frequently for progress updates regarding case management within the Permanency Support Program. Line management purposes such as direct supervision and support.
3. Permanency Program Care Teams	Support	Work in consultation and collaboration to achieve successful permanency goals for children/young people.
4. Partner Agencies		As required for successful coordination, referral and communication
5. Other Stakeholders		As required for successful coordination, referral and communication
6. Finance & Administration		As required. Signing on and off, stationery and consumable purchases, WHS, payments/reimbursements.
14. SIGNIFICANT CHALLENGES		
What?	Why?	
Working as part of a multidisciplinary team with a high level of activity and dealing with issues that are sensitive and life changing	Care team stakeholders may have a range of differing views that require patience and collaboration to bring about the best possible outcome for the child or young person.	
Meeting competing priorities and deadlines in a high activity and demanding work environment with competing priorities	Working with vulnerable and complex families can sometime be stressful and demanding. A range of demands can sometimes distract from core role.	
Change Management	CatholicCare PSP will undergo significant changes, to meet new challenges and be responsive to government policy direction. This may require fresh and innovative approaches to service delivery.	
15. EMPLOYMENT CONDITIONS		
<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>		

16. LEGISLATION & CATHOLIC CARE POLICY

Occupants must:

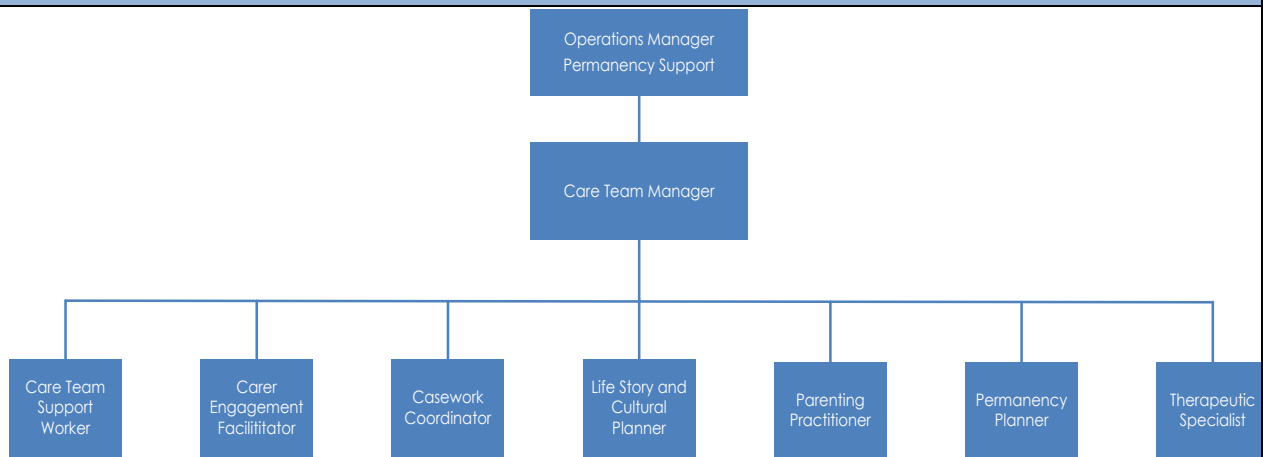
- Abide by the laws of the Commonwealth of Australia and NSW and the policies of CatholicCare. Any criminal or civil action taken against the occupant must be reported immediately to the Director/HR Manager;
- Have a current NSW Driver Licence;
- Take reasonable action to familiarise himself / herself 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;
 - 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



Position Description last reviewed:	01/09/2020	Next review due:	01/09/2021
Occupant Name:			
Occupant Signature:		Date:	