

POSITION DESCRIPTION

1. POSITION TITLE Permanency Coordinator Permanency Support Program	2. POSITION LOCATION Mayfield/ Maitland/ Cardiff	3. DIRECT MANAGER Care Team Manager Permanency Support Program
4. SERVICE AREA Permanency Support Program	5. CLASSIFICATION SCHADS Level 5	6. POSITION STATUS Permanent Full-Time
7. POSITION SUMMARY		
<p>In October 2017 the new Permanency Support Program was launched to replace the previous Out of Home Care program. 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.</p> <p>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 the chance to have a loving, permanent home for life, whether that be with their parents, extended family or kin, or through open guardianship or adoption. There is an acknowledgement that some children will remain in long term care due to complex needs and other circumstances.</p> <p>At CatholicCare, the individual child's Permanency Pathway will be developed and actioned by a multidisciplinary circle of professional staff and will include birth parents, carers and the child. The various roles within the circle are Care Team Manager, Permanency Coordinators, Parenting Partner, Life Story & Cultural Planner, Carer Engagement Facilitator, Care Team Support Worker and Therapeutic Specialists.</p> <p>The Permanency Coordinators are responsible for ensuring the implementation of a therapeutic case management team approach to achieve permanent outcomes for children who have come into statutory care. After a child comes into our care there is a two-year timeframe to identify their permanency pathway through the exploration of Restoration, Guardianship, Open Adoption or Foster Care.</p> <p>The position will work collaboratively with the child/young person, their birth family, foster carer, DCJ and other Care Team members in the Permanency Support Program. The role will oversee the day to day case management of children, compile assessments and produce reports for the Care Team and Court. The role will ensure case management goals are in place to address and improve health, education, wellbeing & the overall quality of life for children and young people. It will also maintain safe positive relationships with birth families and promote participation in culture & community.</p>		
8. PERSONAL ATTRIBUTES / SELECTION CRITERIA		
<p>Essential</p> <ul style="list-style-type: none"> • Commitment to work within the Vision Mission and Values of the organisation. 		

- A working understanding of the Child Protection, PSP and Adoption legislation and research that underpins permanency for children.
- Significant experience working in a case management/coordination role or a permanency pathway planner under the new PSP program.
- Proven capacity to refer to and work within relevant legislation, workplace policies, and standards relating to PSP.
- Experience working with children/young people, parents/carers and families with a high commitment to child inclusive practice and best practice case work principles.
- Ability to build strong working relationships and motivate others to progress the most appropriate permanency pathway options in a timely manner.
- Ability to engage with birth families from a place of compassion and neutrality.
- Experience in conducting assessments and report writing for Court.
- Evidenced capacity to ensure all data, records and case plans are maintained according to set timeframes and quality standards.
- Sound understanding of child development, trauma and attachment theory and the ARC Therapeutic model.
- Proven commitment to work flexible hours as required for program success, including On Call roster.
- Ability to work calmly and methodically within adjusted timelines and prioritise accordingly.

Desirable

- Experience working with people from a CALD and ATSI background.
- Ability to establish and maintain links with external service providers.

9. QUALIFICATIONS / LICENCES

- Qualification in Social Welfare, Social Work, Psychology or a related field, preferably at degree level (working towards) or extensive experience working with vulnerable families.
- 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 and mental health services and a 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
<p>Co-ordinate wrap around therapeutic case management to promote permanency outcomes for children in the PSP.</p>	<ul style="list-style-type: none"> • Ensure culturally appropriate care for children & young people of ATSI and CALD backgrounds. • Ensure children and young people are informed about the Charter of Rights of children & young people. • Provide case management for up to 15 children/ young people. • Ensure children's safety and develop & maintain relationships with family. • Organise effective Therapeutic assessment & support for child & family. • Provide services across the continuum of care or develop partnerships to ensure ongoing wrap around support is 	<ul style="list-style-type: none"> • Evidence that the child's cultural identity has been established within 2 weeks. • Evidence that current cultural plans are up to date and that relevant culture keepers have been consulted. • Children & young people are provided with Charter of Rights and their feedback & input is documented. • Evidence that all domains of case management are followed according to the Case Management workflow. • Evidence of the home visits, child interactions, family time and of the promotion and tracking of safety & wellbeing • Care Team meetings are well documented and delegated actions are completed. • Evidence that referrals to specialists and support services are made and taken up.

	<p>provided to child and their family.</p> <ul style="list-style-type: none"> • Support children with a disability to access NDIS. • Support carers to ensure children are provided a safe, nurturing, predictable, homelike environment. 	<ul style="list-style-type: none"> • Evidence referral are made to the CatholicCare NDIS Project Worker. • Ensure that workflows are followed and that the Carer Engagement Facilitator is engaged with the carer.
<p>Facilitate a permanency pathway for children & young people of either: Restoration, Guardianship, Open Adoption or Foster Care.</p>	<ul style="list-style-type: none"> • Consult with all stakeholders re the most appropriate child focused permanency pathway. • In consultation with all stakeholders develop time lined strengths based case plans to achieve permanency goals. • Determine and document the viability of the identified pathway including sustainability, safety and family connection. • Ensure family plans, observations and recommendations can be supported with evidence in court. 	<ul style="list-style-type: none"> • Evidence that Children/ young people's permanency needs are identified within the Care Team and wider support network – time frame VT. • Evidence that birth parents have been contacted within 48 hours of child coming into care • Evidence of an identified Permanency pathway goal & that necessary tasks will be completed within a 2 year timeframe. • Evidence of a current case plan • Evidence that case plans have been reviewed • Evidence of the progress towards case plan goals • Care Team minutes indicate actions are delegated & completed. • Workflow process are followed and fully documented through any permanency pathway. • Family plans are progressed according to timelines outlined. • Family time visits are well documented. • Attend court when required to speak to assessments and evidence.
<p>Record keeping and reporting</p>	<ul style="list-style-type: none"> • Maintain accurate and comprehensive case files that meet both legislative and organisational requirements and are in line with safe home for life 	<ul style="list-style-type: none"> • Evidence that case management records are maintained and contain high quality information relating to clients and stakeholders and comply

	<p>guidelines including the permanent placement principle, best practice principle and NSW Therapeutic Care Framework.</p> <ul style="list-style-type: none"> • Request information as required according to principles of Section 16A. • Collate information as required for reporting to funding bodies, court and internal management. 	<p>with organisational procedures, current legislation and best practice principles</p> <ul style="list-style-type: none"> • Audits will be compliant. • Evidence that reports are provided in a timely manner.
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"> • Evidence that team meetings and staff development workshops are attended and that 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.
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.
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 	<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 performed.

	may be assigned from time to time.	
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13. Key Relationships & Communications

1. Care Team Manager	Frequently for direct supervision and support and for updates regarding case management within the team.
2. PSP Care Team	Work in consultation and collaboration to achieve successful permanency goals for children/young people.
3. PSP Operations Manger	Occasionally for issues that can't be resolved by the Care Team Manager and for some key reporting issues.
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.

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 continue to change and evolve, to meet new challenges and be responsive to government policy direction. This may require fresh and innovative approaches to service delivery.

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.

16. LEGISLATION & CATHOLIC CARE POLICY

Occupants must:

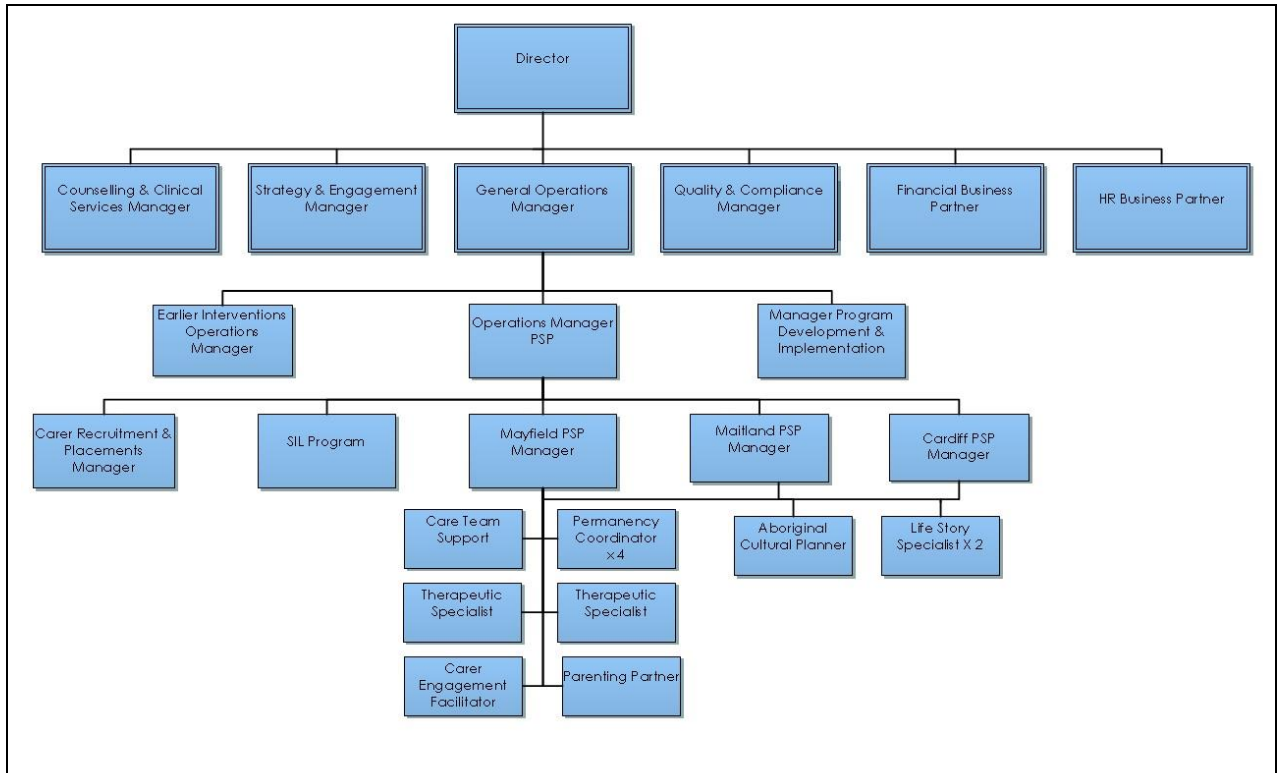
- Abide by the laws of the Commonwealth of Australia and NSW and the policies of CatholicCare. Any criminal or civil action taken against the occupant must be reported immediately to the Director/HR Manager;
- Have a current drivers licence;
- Take reasonable action to familiarise himself / herself with 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:	24/9/2020	Next review due:	24/10/2021
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I have read, understand and agree to the content of this position description.

Signature.....

Print Name.....

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