

POSITION DESCRIPTION

1. POSITION TITLE Behaviour Support Planner/ Therapist – Permanency Support Program	2. POSITION LOCATION Maitland and Mayfield	3. DIRECT MANAGER Care Team Manager – Permanency Support Program
4. SERVICE AREA Permanency Support Program	5. CLASSIFICATION SCHADS Level 5-6	6. POSITION STATUS Permanent
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 planners, behaviour support planner/therapists, birth parents, carers and the child/young person. The various roles within the circle will cover Care Team Coordinator, Permanency Planner, Early Intervention Parenting Partner, Life Story & Cultural Planner, Carer Engagement Facilitator, Care Team Support Worker and Behaviour Support Planner/Therapist.</p> <p>As part of the Care Team the Behaviour Support Planner/Therapist will provide interventions to children, young people and all other relevant stakeholders, from a trauma informed framework utilising ARC and NMT.</p>		
8. PERSONAL ATTRIBUTES / SELECTION CRITERIA		
<p style="text-align: center;">Essential</p> <ul style="list-style-type: none"> • A commitment to the Vision, Mission and Values of our organisation. • Relevant experience and qualifications as a registered psychologist, occupational therapist or mental health accredited social worker. • Demonstrated compassion towards, experience and understanding, of the holistic and therapeutic needs of children and families affected by trauma. • Experience in developing, monitoring and delivering intervention strategies and/or Behaviour Support Plans for children and/or families in a multi-disciplinary team environment. • High-level interpersonal skills relating to effective communication, attention to detail, ability to inspire others, working collaboratively with and contributing to a positive team culture. • Flexibility in occasionally being available outside of core business hours in performing duties of this position. 		
9. CHECKS/LICENCES		
<ul style="list-style-type: none"> • Tertiary Qualifications in psychology, occupational therapy, social worker, or other allied health services. 		

- 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 staffs 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
Development and/or delivery of therapeutic care assessment & support.	<ul style="list-style-type: none"> • Assist in implementing Therapeutic models of care ARC+C and PACE with care team including children, birth families, carers and the wider organisation. • Participate in Child focused, collaborative Care team meetings. • Complete Clinical assessments and/or 	<ul style="list-style-type: none"> • Evidence of positive change and more therapeutic interactions in placements and amongst carers, parents and staff members. • Evidence of more settled and sustainable family life. • Evidence of attendance and active participation in care team meetings.

	<p>psychometric tests and associated reports where required.</p> <ul style="list-style-type: none"> • Provide therapy, using a variety of therapeutic techniques to support children, young people, birth families and authorised carers. 	<ul style="list-style-type: none"> • Assessments are completed within a 4-6 week time frame. • Evidence that various therapy sessions have occurred and evidence that there is a shift in general wellbeing of participants involved in the sessions.
Report writing, record keeping and reporting	<ul style="list-style-type: none"> • Develop, implement, monitor and review Behaviour Management Support Plans (BMSPs), in line with legislation and operational requirements. • Develop, implement and monitor general support plans, in line with Therapeutic care model and in care team consultation. • Maintain quality records for all interactions as per legislative and operational requirements. • Documents reflect therapeutic process and reasoning. 	<ul style="list-style-type: none"> • Referred BMSPs are completed & reviewed in a timely manner, are succinct, concise and focussed on strategies. Plans clearly identify measurable outcomes. • Support plans are referenced, stakeholders consulted in the process and they are easy to read for all. • All documentation is up to date on CTARS database. • All written documentation reflects our values and strength base approach to working alongside vulnerable families.
Participate and contribute to the team structure	<ul style="list-style-type: none"> • Contribute to the development and promotion of educational and training initiatives to ensure staff and carers, children and families are well informed in the implementation of the Therapeutic Care model ARC+C and MNT. • Attended and participate in all team meetings, staff development opportunities and other meetings where appropriate. • Take responsibility for giving and receiving 	<ul style="list-style-type: none"> • Attendance at team meetings and staff development workshops. • Active participation in wider PSP team meetings and team building, and reflective practice sessions is evidenced. • Evidence of participation in reflective practice, feedback sessions resulting in changed/developed practice.

	feedback within the team setting.	
Confidentiality	<ul style="list-style-type: none"> Maintain absolute confidentiality at all times in relation to the stakeholders and the operation of the service. 	<ul style="list-style-type: none"> Confidentiality is maintained in regards to stakeholders, 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. Participate in organisational events, development and strategic planning activities, and external meetings. Actively engage in professional supervision, individual work programming, performance planning and professional development opportunities. Maintain own professional practice & awareness of current research in practice. 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"> All behaviours reflect organisational expectations as per the Code of Conduct policy. Information is provided to relevant bodies regarding children at risk in a timely manner. Evidence that relevant meetings and events are attended and team member practices a positive working relationship with colleagues. Evidence of attendance at supervision sessions. Evidence that professional practice is in line with current evidence based programming. All WHS policies and procedures are followed. Evidence of participation in other duties.

13. KEY RELATIONSHIPS & COMMUNICATION	
RELATIONSHIP	PURPOSE & FREQUENCY
Children and other PSP team members	Daily to provide support and intervention to children and young people in the PSP.
Care Team Manager	Regular contact to establish and maintain work including regular operational supervision.
Carers and external stakeholders	Regular contact to deliver outcomes for children in care.
14. SIGNIFICANT CHALLENGES	
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"> The nature of working with traumatised and grieving children and subsequent challenging behaviour creates challenges for carers, caseworkers and all supporting staff. Working with Family & Community Services and carers can be challenging in order to achieve consistency in terms of planning and service delivery for each child and young person in the PSP.
2. Change Management	<ul style="list-style-type: none"> This program is undergoing significant change and growth both within the sector and internally.
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	
<p>Occupants must:</p> <ul style="list-style-type: none"> 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	
<p>Employees must:</p> <ul style="list-style-type: none"> 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

Available upon request

Position Description last reviewed:	25/11/2020	Next review due:	25/11/2021
Occupant Name:		Occupant Signature:	
Date:			