

	REF: JOB NUMBER: 128:2010 Position Description
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Position Title: KINSHIP CARE CASE MANAGER	
LOCATION: Children, Youth and Family Services 175 – 187 Hargreaves St, Bendigo TENTURE: Permanent position	CLASSIFICATION LEVEL: In accordance with the St Luke's Anglicare Collective Agreement 2008. SW1 Yr 7-10 \$43,641 - \$50,680 per annum (pro rata) Attractive salary packaging and tax benefits are offered with this position. St Luke's also offers an above award additional one week of leave per annum.
TIME FRACTION: 1 EFT (38 hours per week) or 0.8 EFT (30.4 hours per week)	REPORTING TO: Team Leader, Kinship Care

PURPOSE OF THE POSITION

The overall objectives for the kinship care services are:

To enhance and build on the available informal and formal family and community supports for children living in kinship family arrangements.

To assist extended family networks to provide the best possible kinship care arrangements for children unable to live with their own parents with the minimum level of professional intervention from the formal service system.

To assist with the establishment, monitoring and support of the kinship care placements arranged for the most vulnerable children as a result of child protection involvement to ensure that they meet each child's ongoing safety, stability and developmental needs.

The Kinship Care Service has 3 components

1. Kinship information and advice service

Objectives

To provide relevant information and advice about available community resources to assist kinship carers, extended family members, professionals and others involved to be able to provide the best possible care and support for children growing up in kinship families.

To facilitate and /or coordinate kinship carer groups to develop opportunities for information sharing and mutual support and to promote access to relevant training and other resources for carers.

To enhance informal and formal community supports for children in kinship care and their families by disseminating relevant information about kinship care throughout the community

2. Kinship family service

Objectives

To provide time limited assistance to enable extended family networks to provide the best possible kinship care arrangements for children unable to live with their own parents with the minimum level of professional intervention from the formal service system

To prevent the need for children in kinship care and their kinship families to require any, or any further, involvement with child protection.

3. Kinship placement support service

Objectives

To assist with the establishment, monitoring and support of the kinship care placements arranged for the most vulnerable children as a result of child protection involvement to ensure that they meet each child's ongoing safety, stability and developmental needs.

To provide support during the first six months of a statutory placement to establish the placement on a sound basis and to assist the kinship carers and engaged extended family members become a self-managing care team with minimal need for ongoing professional involvement

To provide case contracted case managed support to prepare kinship carers for transition from long term statutory kinship care arrangements to self managed permanent care or more independent kinship care arrangements with minimal need for ongoing professional involvement

To provide case contracted case managed support and monitoring for as long as this is needed to ensure the child's safety, stability and development in the most vulnerable long term statutory kinship placement arrangements identified as unlikely to become self-managing.

ACCOUNTABILITY AND AUTHORITY (inc. key stakeholders)

This position is responsible for undertaking daily duties with best practice approach, complying with relevant legislation and reporting any known breaches to the line manager. The person fulfilling this role should understand the nature of risk, such as OH&S and client risks, and the importance of complying with service standards and ensuring a service of the highest possible quality.

The Kinship Care Case Manager position sits within the Out Of Home Care Division of Children, Youth and Family Services and reports directly to the Team Leader of Kinship Care Services. Children, Youth and Family Services interconnect with a range of stakeholders across its programs. The key stakeholders are the children and families with whom we work.

Internal Stakeholders

- Children, Youth and Family Services staff
- St Luke's Agency Management Team and Board
- Intake and Caregiver Services Staff

External Stakeholders

- Parents and families of children in kinship care
- The Department of Human Services through its Child Protection unit and Placement and Coordination Unit.
- Victorian Aboriginal Child Care Agency
- Njernda Aboriginal Corporation
- Bendigo & District Aboriginal Corporation
- Kinship Caregivers of children in placement

KEY RESPONSIBILITIES AND TASKS

The key responsibilities and tasks for the Kinship Care Case Manager include:

- Working under the Best Interests Case Practice model
- Formal (kinship family) care team leadership
- Utilisation of LAC processes and records (including Care and Placement Plans and the redeveloped Assessment Records) to ensure the (kinship family) care team provides care that meets the child's developmental needs
- Managing the arrangements for the initial health assessments required for all children placed in out of home care
- Facilitating positive connections to school and (kinship family) care team involvement in student support groups
- Promoting positive relationships between the child's parents and carers
- Assisting the care team to manage family contact and access arrangements
- Assisting with explaining the reasons for the care arrangements to the child/young person
- Providing input into the best interests statutory planning and review processes (including the provision of information that may assist the Child Protection assessment of the ongoing suitability of the kinship care arrangement)
- Case contracted case management as per the current DHS case contracting guidelines (applicable to the specified case contracted components only)
- Assisting carers assume guardianship under a permanent care order including undertaking permanent care assessments where appropriate as per the process that currently applies for foster care conversions (applicable to case contracted case managed transition support only).
- Facilitating family network meetings and family decision-making processes especially the initial extended family meeting post placement
- Ensuring optimal available support for the kinship carers from the extended family network is harnessed
- Assisting kinship carers adjust to their sudden change in living arrangements

QUALIFICATIONS AND EXPERIENCE

A degree or diploma in Social Work, Welfare or equivalent studies (eg: Teaching, Child-care, Youth Studies, Nursing etc) is mandatory for the position. The successful applicant will be required to produce original copies of their qualification/s.

KEY SELECTION CRITERIA

1. Demonstrated skills in case management using client focused competency based/solution focused approaches.
2. Demonstrated knowledge of child development, abuse and trauma theories, and their link to service delivery.
3. Demonstrated understanding of the issues confronting kinship carers, birth parents and children and young people placed in kinship care
4. Demonstrated ability and experience in working with children and families in any of the following – Out of Home Care, Kinship Care, Child Protection or a relevant Child and Family Support Service.
5. A working knowledge of child protection legislation and practice in Victoria
6. Well developed organisational and time management skills
7. The ability to work as part of a team and the capacity to work flexible hours according to casework demands
8. Well developed verbal communication skills, experience in effective problem solving, dispute resolution, and advocacy for clients.
9. Well developed written skills, including report writing, case notes and the use of a range of electronic data systems.
10. Demonstrated understanding and commitment to building partnerships and networks with external organisations, with a particular emphasis on Indigenous communities.

INHERENT REQUIREMENTS OF THE POSITION

1. Appointment to this position will be subject to a police check and Working with Children Check (if applicable).
2. Resilience to work with and support clients who have been exposed to trauma, violence or neglect.
3. A commitment to and understanding of, the principles and practice of cultural competence.
4. Participation in the supervision process.
5. A basic working knowledge of computers and Microsoft office programs.
6. Current Drivers Licence
7. Use of a computer
8. Use of a mobile phone
9. Reasonable amount of motor vehicle travel required
10. Some out of hours and weekend work may be required

OCCUPATIONAL HEALTH & SAFETY

As an employee of St Luke's you are required to take reasonable care of your own health and safety, and the health and safety of anyone else who may be affected by your acts or omissions at the workplace. All employees must co-operate with management, the OH&S Officer and OH&S Reps with respect to action taken to comply with OH&S requirements. All employees are responsible for contributing to the OH&S management system by the active identification and reporting of hazards and environmental risks.

DOCUMENTATION

All employees must complete and maintain all documentation in accordance with organisational policies and procedures, and relevant quality standard requirements to contribute to continuous improvement in the agency.

It is an expectation that all employee's familiarise themselves with, and abide by all organisational policies and procedures, which may change from time to time.

PERSONAL VALUES

All employees must commit to and respect the values of St Lukes – Respect, Hope, Fairness Quality, Commitment, Community and Openness, uphold confidentiality, be trustworthy, and adhere to St Luke’s Code of Conduct Policy. All employees need to have a belief in and understanding of the principles of strengths based practice (refer to St Luke’s Employment Information Guide for further information).

PERFORMANCE REVIEW

There is a 6-month probationary period with negotiated expectations for all positions within St Luke’s. A performance review is conducted annually with all staff.

PROFESSIONAL DEVELOPMENT

All employees are provided with the opportunity to attend, and expected to attend, agreed training courses as identified through self evaluation, discussion with position supervisor, annual reviews or other appropriate methods.

To submit your application please click on the following email address HR@stlukes.org.au

APPROVAL OF POSITION DESCRIPTION

To be signed by line manager

Manager

Name: _____ Signature: _____ Date: _____

Next Up Manager

Name: _____ Signature: _____ Date: _____

ACCEPTANCE OF POSITION DESCRIPTION REQUIREMENTS

To be signed upon appointment

Employee

Name: _____ Signature: _____ Date: _____