

	REF: JOB NUMBER: 127:2010 Position Description
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Position Title: SENIOR WORKER, KINSHIP CARE SERVICES	
LOCATION: Children, Youth and Family Services 175 – 187 Hargreaves St, Bendigo	CLASSIFICATION LEVEL: In accordance with the St Luke's Anglicare Collective Agreement 2008. SW2 Yrs 1-4 \$47,765 – \$51,314 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 pa.
TENURE: Permanent	
TIME FRACTION: 1.0 EFT (38 hrs per week)	REPORTING TO: Team Leader, Kinship Care Services St Luke's.

PURPOSE OF THE POSITION

The Kinship Care Service is a new state wide initiative that has recently been funded by the Department of Human Services to provide improved supports services to Kinship Carers. This particular Kinship care service will operate across the Loddon Campaspe catchment and will commence operation over the next 2 months.

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.

KEY RESPONSIBILITIES AND TASKS

The senior worker will participate in general casework tasks including:

- 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

In addition to these general duties the key responsibilities and tasks of this Senior Worker Position include:

Management of casework

- Assisting the Team Leader in ensuring casework is planned, managed and reviewed consistent with Agency expectations and relevant legislative, policy and service standards frameworks.
- To support Staff in matters related to writing various reports, attending court, case plan meetings and other meetings as appropriate.
- To consult with the Department of Human Services in relation to casework issues as appropriate.
- To ensure requests/intake and allocation processes are timely and family centred.
- To assist the Team Leader in planning, evaluation and program development through a variety of tasks.
- To provide an Acting Team Leader role, when the Team Leader for Kinship Care is unavailable, including during leave provisions.

Supervision and Team Building

- To provide informal supervision and support to team members on a regular basis and within Agency guidelines,
- To provide formal supervision and support to team members, when the Team Leader is unavailable (ie: leave provisions)
- To facilitate peer and group supervision to ensure team members are valued and supported.
- To monitor team work practices and resolve any identified issues.
- To maintain team processes which promote collaboration, ownership and participation
- To facilitate clear decision-making processes.
- The implementation of the CYFS vision which clarifies service parameters.
- To work with the team to make recommendations for the team's ongoing professional development.
- To provide team members with after-hours support, particularly where defusing and / or debriefing may be required.
- To assist in orientation of new staff, and mentoring alongside the Team Leader.
- To assist the Team Leader in planning regular Team building activities, reviews of progress and reflective activities.

Administration

The Senior Worker participates with the Team Leader in administrative responsibilities including:

- Responsibility of ensuring quality management of family folders, including regular auditing of files.
- Responsibility for the management of CRISSP and CRIS systems, as requested by the Team Leader.
- Responsibility for ensuring Client Feedback processes are maintained and of high quality.
- Ensuring the maintenance of a range of service systems, which assist in the delivery of effective programs.
- A range of other related tasks, as prescribed by the Team Leader and Management Staff of the OoHC branch of Child Youth and Family Services.

ACCOUNTABILITY AND AUTHORITY

The Senior Worker of Kinship Care Services position sits within the Out Of Home Care division of Child, Youth and Family Services and reports directly to the Team Leader for 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 Services
- Family Support Services

External Stakeholders

- Natural families of children in placement
- The Department of Human Services through its Child Protection Unit and Placement Coordination Unit
- Kinship caregivers of children in placement
- Local and State Indigenous Community Groups, including the Victorian Child Care Agency (VACCA) the Bendigo District Aboriginal Cooperative, and the Njernda Aboriginal Cooperative
- The communities to which the families connect through family, employment, education and recreation

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 also co-operate with management, the OH&S Officer and OH&S Reps with respect to action taken to comply with OH&S requirements.

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 CHARACTERISTICS

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).

QUALIFICATIONS AND EXPERIENCE

Post-secondary qualifications in the field of Social Work, Social Welfare, or a related field (eg: Teaching, Child Care, Nursing) is mandatory. The successful applicant will be required to produce originals 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, 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 written skills, including report writing, case notes and the use of a range of electronic data systems.
9. Demonstrated capacity to provide strong leadership through informal supervision, change management, and dispute/conflict resolution and the willingness to work alongside a leadership team in delivering effective leadership.
10. Demonstrated capacity for planning, evaluation, critical reflection, program and team development

INHERENT REQUIREMENTS OF THE POSITION

1. Appointment to this position will be subject to a police check and Working with Children Check
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. Current Drivers Licence.

6. Use of a computer is required.
7. Reasonable amount of motor vehicle travel required of this position including city, country and night driving.
8. Some out of hours and weekend work may be required.
9. Current Working with Children's check

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.

APPLICATION PROCESS

Applications must include an up to date resume and a *statement clearly addressing the key selection criteria*. All candidates selected for an interview will be requested to provide contact details for three referees.

We encourage all potential applicants to discuss the position prior to submitting an application.

For further information about the position please contact **Grant Gibson, Senior Out Of Home Care Manager, on 54401100.**

Employment E-mail: HR@stlukes.org.au
Applications may be posted, e-mailed, hand delivered.

All applications close 5pm, 22nd of March 2010.

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: _____