

# Illawarra Aboriginal Corporation

## Information Pack – Myimbarr OOHC Caseworker



### Position:

This information package includes information about the Illawarra Aboriginal Corporation, the relevant program and the employment position. Please ensure that you read the position description and the selection criteria.

### Required Documents:

Applications **must** include the following, without these documents your application will not be considered

- A **cover letter**
- An up to date **resume/CV** including a list of referees (preferably including one from your most recent employer)
- Detailed response to the **Selection Criteria** outlining how you are able to demonstrate you meet the criteria for the position. This can form part of your covering letter
- A copy of your **Confirmation of Aboriginality**

### Closing Date: 10am Monday 24<sup>th</sup> June 2019

Applications sent via email to IAC employees or to other addresses will not be considered

By email (preferred) <b>jobs@iac.org.au</b>	By Post <b>Illawarra Aboriginal Corporation</b> Attn: HR Manager PO Box 5457, Wollongong NSW 2520	By Hand <b>Illawarra Aboriginal Corporation</b> 102 Auburn Street Wollongong NSW 2500
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### Position Details:

<b>Term</b>	Full time, 38 hours per week
<b>Location</b>	Wollongong
<b>Award</b>	Social Community Home Care and Disability Services Industry Award Level 5
<b>Pay</b>	From \$39.15 per hour depending upon skills & experience plus superannuation
<b>Designated Position</b>	<i>This position is an Aboriginal Identified position authorised under S14 of the NSW Anti Discrimination Act 1977</i>

### Selection Criteria:

A detailed response to the below selection criteria should be included with your application

1. Demonstrate your previous experience and knowledge of the Out of Home Care (Foster Care) sector
2. Detail your qualifications in Community Services, Child Protection, Social Work or related field
3. Demonstrate a strong understanding and proven ability to engage with and work within the local Aboriginal Community
4. Detail your skills as excellent communicator, with strong interpersonal, facilitation and conflict resolution skills
5. Demonstrate your strong written communication and report writing skills
6. Provide details of strong computer skills including database entry, word processing and Microsoft Office suite of programs
7. Demonstrate proven ability to manage multiple deadlines
8. Demonstrate experience and ability to work with other community groups, services and agencies

## Overview

The Illawarra Aboriginal Corporation (IAC) was formed in 1980 for the purpose of achieving excellence in providing advocacy and culturally appropriate services to meet the social, cultural and economic needs of Aboriginal and Torres Strait Islander people in the Illawarra Region.

The IAC child, youth and family service *Myimbarr* is a designated agency, authorised by the NSW Office of the Children's Guardian to provide statutory out-of-home care services in NSW and a funded service provider delivering programs on behalf of NSW Family and Community Services to the Aboriginal community.

The *Myimbarr* PSP aim is to:

- Keep Aboriginal children and young people safe and protect children and young people from abuse and exploitation by offering a place of safety in times when it is needed
- Meet the child or young person's physical, social, emotional, educational and cultural needs whilst within our program
- Assist in keeping children and young people in their families and community
- Support foster families provide the best possible care to meet each child's unique needs
- Work intensively with birth parents and families to support change
- Deliver a Therapeutic Care model
- Deliver services meeting the NSW Child Safe Standards for Permanent Care

## Position Purpose

Case Workers are part of the Permanency Support Program team with the aim of providing child centric support of children and young persons (CYPs) in our foster care program. Case Workers are responsible for developing a Therapeutic Care Plan working with CYPs and families to ensure the CYPs are safe and improve their social, emotional, health and educational outcomes. To achieve this Case Workers will supervise and support of the care of CYPs and assist with the maintenance of connections with their natural family. This may include maintaining or establishing connection and working towards restoration with their natural family.

## Key Accountabilities & Responsibilities

- Following policies and procedures assess, plan, implement and monitor accountable and collaborative case management respecting the context of each CYP.
- Work with Team Leader and other professionals to support children and young people (CYP) in appropriate care placements including foster care, kinship care and where possible restoration to family.
- Work with Team Leader to ensure that case plans encompass a Therapeutic Care model and incorporate services appropriate to the needs of the individual and family and that goals are attainable and measurable.
- Maintain regular contact with CYPs and other relevant parties ensuring minimum requirements are met and exceeded to ensure CYP's ongoing safety welfare and wellbeing
- Regularly monitor the placement to ensure that the Carer is able to meet the needs of the CYP. Liaise with Foster Carer team with respect to training and development and resources to assist Carers
- Maintain accurate, child-centred up-to-date records of all interactions and progress in accordance with the program procedures and legislative requirements. Document all interactions relating to the CYP utilising relevant case management systems. *Remember - if it is not documented in the system it did not happen*
- Plan and attend/facilitate relevant meetings with stakeholders including but not limited to case conferences, carer reviews, cultural awareness and health/education planning meetings.
- Update carers regarding court processes, placement disclosure and any significant changes to the child's circumstances.
- Ensure CYPs have opportunities to develop appropriate connections with their birth family
- Ensure that leaving care programs are developed in advance and then discussed and approved by all relevant stakeholders including the CYP
- Liaise with the Foster Carer Support Team to monitor and manage the allocation of resources to Carers for the benefit of CYPs. This includes establishment costs, allowances and respite days.
- Liaise with the Foster Carer Support team and other service providers to utilise all available resources to assist Foster Carers and CYPs.

- **Key Accountabilities & Responsibilities Continued;**
- Keep the Foster Carer Support team informed regarding any identified training and development needs for Foster Carers. Assist were required with the organisation of training for Carers.
- Notify Team Leader and/or Myimbarr Manager and report all cases of suspected risk of harm to CYPs to Community Services and/or other authorities as required by current legislation
- Notify Team Leader and/or Myimbarr Manager and report all cases of suspected physical, emotional, sexual and other abuse to CYPs to Community Services or other authorities as required by current legislation.
- Participate in recruitment campaigns, information sessions and assist with the delivery of initial carer training.
- Participate in the roster for providing after hours on call support.

General

- Assist with administrative activities as part of the Myimbarr team including answering telephone calls, preparing documents, filing etc.
- Undertake administrative functions associated with the work performed to ensure compliance with legislative standards. All files both electronic and paper are to be accurate, in chronological order and up to date at all times
- Prepare placement, contact reports Affidavits, and court documents in accordance with reporting and legislative requirements
- Complete reports including project work and case reviews to meet the required minimum requirements (weekly, monthly etc.)
- Assist with the maintenance of accurate and up to date office filing systems for meetings and bookings, timesheets, incident reports, calls etc.
- Develop and maintain good working relationship with relevant agencies. Attend Interagency meetings relevant to Myimbarr. Document outcomes and achievements from meetings and share knowledge with team
- Maintain a current and full understanding of all Myimbarr and IAC Policies and Procedure.
- Maintain a current and detailed understanding of the Mandatory Reporting Policy and Procedure. Ensure knowledge of legislation and practise is kept up to date.
- Participate in organisational events, training and development and strategic planning activities
- Positive promotion of IAC at all times especially when in public forums, liaising with clients or other outside personnel
- Comply with all IAC policies and procedures and statutory obligations as amended from time to time
- Comply with all workplace health and safety and equal employment opportunity initiatives to contribute to a safe, healthy, equitable and ethical workplace
- Carry out other duties as may be directed by management that are within your competency or training
- Work in accordance with lawful and reasonable management directions.

**Relationships**

<b>Internal</b>	
Team Leader & Manager	Daily to provide regular updates on case management and issues and to receive guidance on related issues Provide information, advice and contribute to decision making Identify emerging issues/risks and their implications and propose solutions
Team members and other internal stakeholders	Daily to share information as appropriate and receive and provide advice on related issues Consult and collaborate to ensure policies and procedures are followed, solutions and strategies are developed to meet deadlines and resolve issues
<b>External</b>	
Carers	Maintain professional relationship sharing information and providing support to ensure the wellbeing of the CYP
Children & Young Persons (CYPs)	Maintain professional supportive relationship to ensure that information flow is two ways and issues are raised and dealt with in a prompt proactive manner

Service Providers, Agencies, Community Services & other Stakeholders	Provide information as required on case related matters Report and provide updates on case progress in accordance with procedures and legislative requirements Engage and consult in the resolution of case issues
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### Key Performance Indicators

- Meet and exceed the minimum number of contact visits with CYPs, Carers, birth families and other relevant parties in accordance with procedures and legislative requirements, monthly, quarterly and annually
- Ensure regular contact is maintained with CYPs (and not left to minimum monthly visits)
- Adhere to the methodology “if it isn’t documented it didn’t happen”. Ensure detailed case notes, files and reports are up to date, in chronological order and accurate at all times.
- Coordinate and complete the required case and case file reviews, leaving care plans etc. in advance of required deadlines. Ensure Team Leader and/or Manager reviews files
- Complete accurate documents as required for case management, submission to Courts and other agencies
- Immediately report all incidents or concerns subject to mandatory reporting requirements. Complete required paperwork as soon as possible.
- Demonstrate referral to and utilisation of other IAC services for Clients
- Attend required staff meetings, case reviews, and scheduled training and development events.
- Obtain consistently positive feedback from peers, managers, carers, CYPs and external stakeholders.

### Qualifications & Skills

#### Essential

- Demonstrated previous experience in the Out of Home Care (Foster Care) sector
- Tertiary qualifications in Community Services, Child Protection, Social Work or related field
- Strong understanding and proven ability to engage with and work within the local Aboriginal Community
- Excellent communicator, with strong interpersonal, facilitation and conflict resolution skills
- Strong written communication and report writing skills
- Strong computer skills including database entry, word processing and Microsoft Office suite of programs
- Proven ability to manage multiple deadlines
- Proven ability to work with other community groups, services and agencies
- Working knowledge of the Children and Young Persons (Care and Protection) Act 1998 and the Children and Young Persons (Care and Protection) Regulation 2000
- Thorough understanding of Work Health & Safety obligations.

#### Desired

- Completed or undertaking "Step by Step" training
- Knowledge of Child development and attachment theory
- Current First Aid Certificate
- Working knowledge of the Corporations (Aboriginal & Torres Strait Islander) Act 2006 (CATSI)

#### Mandatory Requirements

- Confirmation of Aboriginality (to be provided with your application)
- Current unencumbered NSW Driver’s Licence
- Current Working with Children Check for paid employment
- Current National Criminal History Police Check

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