

## POSITION DESCRIPTION

<p><b>1. POSITION TITLE</b> Education Link Worker Permanency Support Program</p>	<p><b>2. POSITION LOCATION</b> Based at Mayfield</p>	<p><b>3. DIRECT MANAGER</b> Program Development Manager Permanency Support Program</p>
<p><b>4. SERVICE AREA</b> Permanency Support Program (PSP)</p>	<p><b>5. CLASSIFICATION</b> SCHADS Level 5.1</p>	<p><b>6. POSITION STATUS</b> Part – time (48 HPF)</p>
<p><b>7. POSITION SUMMARY</b></p>		
<p>The Education Link Worker will provide support to our most vulnerable children to stay engaged with an education system. The worker will work closely with the Care Team Managers (in particularly) to identify these children and their families.</p> <p>A crucial aspect of this role is the ability to developed good rapport with a number of different schools and to have an understanding of the state and private education systems. Also needed is an understanding of child development, the importance of the First 1000 days and the critical role played by the early education system.</p> <p>The worker will assist with the development and implementation of Individual Education Plans in schools and other settings for children displaying challenging behaviour. The worker will be a member of a wider team and be willing to share experience and knowledge.</p>		
<p><b>8. PERSONAL ATTRIBUTES / SELECTION CRITERIA</b></p>		
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Degree qualifications or higher in teaching.</li> <li>• Demonstrated knowledge of strength based family centred practice, child development, and trauma and attachment theory.</li> <li>• Direct experience in collaboration and commitment to a team work approach.</li> <li>• Experience working with children/young people, parents/carers and families with a high commitment to child inclusive practice and best practice case work principles.</li> <li>• Demonstrated ability to work alongside children and young people who experienced complex trauma.</li> <li>• Demonstrated ability to engage with numerous stakeholders from a range of different educational settings and the ability to advocate for children in care.</li> <li>• A good understanding of child protection issues and the impact of intergenerational trauma (particularly in relation to Aboriginal peoples)</li> </ul>		

- Evidenced capacity to ensure all data, records and reports are conducted and maintained according to set timeframes and quality standards.

**Desirable**

- Experience working with people from Aboriginal and CALD background.

**9. QUALIFICATIONS / LICENCES**

- Current driver licence and use of own vehicle with comprehensive car insurance.
- Current paid Working with Children Check
- Willingness to undertake & maintain National Criminal check with agency.
- Degree qualifications or higher in teaching.

**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.*

<b>12. PERFORMANCE</b>		
<b>Key Performance Area</b>	<b>Key Tasks</b>	<b>Performance Indicators</b>
1. Improve outcomes and provide support to children and young people most at risk of becoming disengaged from the education system.	<ul style="list-style-type: none"> <li>• Build positive professional relationship with local area OOHc teachers</li> <li>• Ensure Individual Education Plans are developed in consultation with all stakeholders</li> <li>• Provide support to children who are unable to attend school or are on partial attendance to increase capacity to re-engage in education</li> <li>• Ensure culturally appropriate care for children &amp; young people of Aboriginal or CALD backgrounds.</li> <li>• Support carers to ensure children and young people are provided quality education.</li> <li>• Access transition funding for all children transitioning to Kinder and high school where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• All Individual Education Plans are up to date and implemented</li> <li>• Evidence that disengaged children and young people are spending more time engaged in education.</li> </ul>
2. Record keeping and reporting	<ul style="list-style-type: none"> <li>• Maintain accurate and comprehensive case files that meet accreditation, legislative and organisational requirements.</li> <li>• Collate information as required for reporting to funding bodies and CatholicCare management and court.</li> </ul>	<ul style="list-style-type: none"> <li>• Case management records are maintained and contain high quality information.</li> <li>• Audits will be compliant.</li> <li>• Reports are provided in a timely manner</li> <li>• Education inclusion plans are completed and reviewed.</li> </ul>
3. Participate and contribute to the team and organisational structure	<ul style="list-style-type: none"> <li>• Attend and participate in team meetings, staff development &amp; training, organisational events &amp; external meetings where appropriate.</li> <li>• Take responsibility for giving and receiving feedback within various</li> </ul>	<ul style="list-style-type: none"> <li>• Team meetings and staff development workshops are attended and information is relayed back to the wider team.</li> <li>• Active participation in reflective practice and educational sessions is evidenced.</li> </ul>

	<p>team settings.</p> <ul style="list-style-type: none"> <li>Contribute to team building and cohesion.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of positive contribution to team is noted by Manager.</li> </ul>
4. General	<ul style="list-style-type: none"> <li>Abide by all CatholicCare and Diocesan policies and procedures, including mandatory reporting legislation and Diocesan Child Protection Policy.</li> <li>Actively engage in operational supervision.</li> <li>Maintain up-to-date knowledge of, and promote, WHS best practice as per legislation, policies and procedures.</li> <li>Other duties within the scope of the position that may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>Information is provided to relevant bodies regarding children at risk in a timely manner, policies and procedures and Code of Conduct are adhered to.</li> <li>Evidence of active participation in monthly operational supervision.</li> <li>WHS best practice is promoted in the workplace and in carer homes.</li> <li>Evidence of other duties is available.</li> </ul>
5. Confidentiality	<ul style="list-style-type: none"> <li>Maintain confidentiality at all times in relation to the clients and the operation of the service.</li> </ul>	<ul style="list-style-type: none"> <li>Confidentiality is maintained in regards to clients, staff and service operations.</li> </ul>

### 13. Key Relationships & Communications

1. Program Development Manager	Frequently for progress updates regarding case management within the Permanency Support Program. Line management purposes such as direct supervision and support.
2. Operations Manager, Permanency Support Program	As required for issues that arise that cannot be resolved by line Manager/ Key Issues reporting.
3. Permanency Support Program Care Teams	Work in consultation and collaboration to achieve successful permanency goals for children/young people.
4. Partner Agencies	As required for successful coordination, referral and communication

### 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 undergo significant changes, 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.

### Remuneration

Remuneration will normally consist of:

Base Salary, plus,

9.5% Superannuation

Remuneration Packages may vary. Some packages may also include:

- Motor Vehicle
- Mobile Phone
- Laptop

All eligible employees have the option to salary sacrifice base salary for tax free benefits.

## 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



<b>Position Description last reviewed:</b>	13/8/2018	<b>Next review due:</b>	30/11/2019
--	-----------	-------------------------	------------