Catholic Care | Social Services Hunter-Manning
DIOCESE OF MAITLAND-NEWCASTLE

POSITION DESCRIPTION

1. POSITION TITLE	2. POSITION LOCATION	3. DIRECT MANAGER
Caseworker, Supported Independent Living Program	Mayfield	Team Leader, Supported Independent Living team
4. SERVICE AREA	**5. CLASSIFICATION**	**6. POSITION STATUS**
Supported Independent Living Program	SCHADS Level 5 Pay Point 1	Permanent- Max Term

7. POSITION SUMMARY

The Support Independent Living (SIL) program provides a transitional service for young people moving from statutory care into independent living. The position is responsible for providing practical and emotional support for young people to help them live independently and to assist them to identify and move closer towards their aspirations. The position ensures that all case plans are formulated in consultation with the young person and their community of supports and that all other statutory requirements are met. The role involves developing strong working relationships within community and expanding the network of support surround a young person via a number of different strategies including family finding and family conferencing. There is a major administrative aspect to this role requiring completion of accurate, timely and well written case notes. The role also requires an ability to navigate a local intranet and the internet.

8. PERSONAL ATTRIBUTES / SELECTION CRITERIA

Essential

- Commitment to the Vision, Mission and Values of CatholicCare
- Proven capacity to work within relevant legislation, standards and workplace policies relating to SIL program.
- At least 3 years casework experience in foster care, child protection or the community sector
- Demonstrated ability to implement strategies that promote emotional and developmental wellbeing in young people who have experienced complex trauma.
- Direct experience in collaboration and commitment to a team work approach.
- Experience working with young people, with a high commitment to young person inclusive practice and best practice case work principles.
- Ability to build and facilitate strong working relationships for young people with the community to support independence.
- Experience in writing comprehensive case notes and case plans which are young people inclusive and focused.
- Proven commitment to work flexible hours as required for program success, including On Call roster.

Desirable

- Experience working with people from a CALD and ATSI background.
- Ability to establish and maintain links with external service providers.
- Training in youth suicide and mental health first aide.

9. QUALIFICATIONS / LICENCES

- Qualification in Social Welfare, Social Work, Psychology or a related field, preferably at degree level (working towards) or extensive experience working with young people.
- 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.

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.

12. PERFORMANCE		
Key Performance Area	**Key Tasks**	**Performance Indicators**
1. Provision of casework and Case Management within the Supported Independent Living Team	• Ensure that all case plans and documentation are completed within appropriate timeframes. • Ensure Young Persons participation within the program.	• All SIL case plans and reviews are in date and progress against goals is noted. • Evidence of young person's participation in their case planning and setting of goals and aspirations.
	• Encourage and facilitate positive relationships with the community to support young person independence.	• Evidence of young person's participation in community activities.
	• Organise effective Therapeutic assessments & interventions needed to support the young person.	• Young people are linked in with relevant other services to meet their needs during their transition to independence i.e. vocational & living skills programs/supports.
	• Support young person to maintain a safe and appropriate relationship with family.	• Family contact is addressed and supported in case plan goals with consideration to possible financial supports required facilitating contact.
	• Support Young People to maintain their own property and understand tenancy rules and regulations.	• Young people exit the SIL program having completed relevant courses identified in their case plan such as Rent It Keep It and Living Skills courses.
	• Support Young People to be financially independent.	• Young people to be aware of budgeting strategies and supports i.e. budgeting phone apps, financial counselling services and other relevant services.
2. Record keeping and reporting	• Maintain accurate and comprehensive case files that meet accreditation, legislative and organisational requirements.	• Case management records are completed and uploaded in a timely manner and contain high quality information relating to clients and

		stakeholders.
3. Participate and contribute to the team and organisational structure	• Attend and participate in all team meetings, staff development & training, organisational events & external meetings where appropriate. • Take responsibility for giving and receiving feedback within various team settings. • Contribute to team building and cohesion.	• Evidence that Team meetings and staff development workshops are attended. • Active participation in reflective practice, educational sessions and individual feedback is evidenced. • Evidence of positive contribution to team is noted by Manager.
4. General	• Abide by all CatholicCare and Diocesan policies and procedures, including mandatory reporting legislation and Diocesan Child Protection Policy. • Actively engage in operational supervision. • 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.	• Information is provided to relevant bodies regarding children at risk in a timely manner, policies and procedures; Code of Conduct are adhered to. • Evidence of active participation in monthly operational supervision. • WHS best practice is promoted in the workplace and in carer homes. • Evidence of other duties is available.
5. Confidentiality	• Maintain absolute confidentiality at all times in relation to the clients and the operation of the service.	• Confidentiality is maintained in regards to clients, staff and service operations.

13. Key Relationships & Communications	
1. Young Adolescent Services Manger	As required for issues that arise that cannot be resolved by Team Leader/ Key Issues reporting.
2. SIL team Leader	Frequently for progress updates regarding case management within the SIL Program. Line management purposes such as direct supervision and support.
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
5. Other Stakeholders	As required for successful coordination, referral and communication

6. Finance & Administration	As required. Signing on and off, stationery and consumable purchases, WHS, payments/reimbursements.

14. SIGNIFICANT CHALLENGES	
What?	**Why?**
Working with Young People with various complex needs and supporting them to make long life decisions.	Historically, many Young People who have been in the Foster Care System have had multiple changes of placements and as a result are traumatised and experiencing attachment disorders.
Meeting competing priorities and deadlines in a high activity and demanding work environment with competing priorities	Working with vulnerable and complex young people can sometime be stressful and demanding. A range of demands can sometimes distract from core role.
Change Management	CatholicCare is undergoing 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:

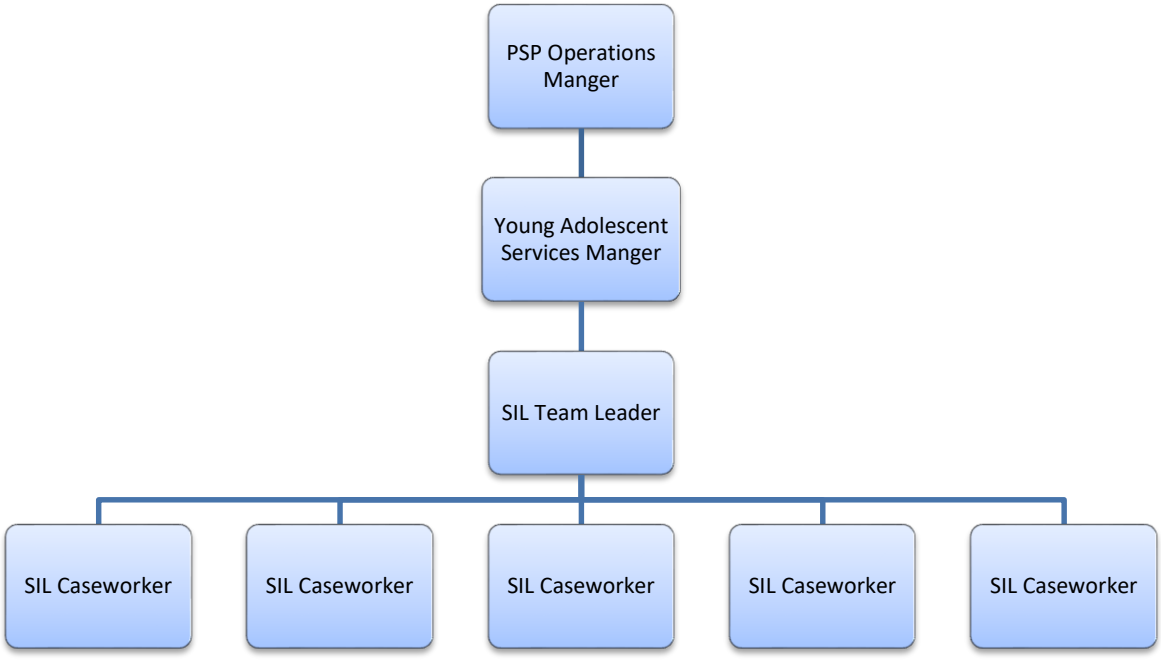
- Abide by the laws of the Commonwealth of Australia and NSW and the policies of CatholicCare. Any criminal or civil action taken against the occupant must be reported immediately to the Director/HR Manager;
- Have a current drivers licence;
- Take reasonable action to familiarise himself / herself with 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

18. ORGANISATIONAL CHART



Position Description last reviewed:	4/12/2018	**Next review due:**	4/12/2020