

## JOB DESCRIPTION

<b>Job Title</b>	Case Worker
<b>Department</b>	Case Work – Families for Life and Foster Care Service
<b>Responsible to</b>	Senior Social Worker/ State Program Manager
<b>Responsible for (if applicable)</b>	N/A

### **Overall Purpose and Aim of Role/s:**

The aim of this role is to promote the wellbeing of vulnerable children and young people by supporting and building the capacity of those adults responsible for their care. Key Assets Tasmania supports children and young people in foster care and works with vulnerable families whose children and young people are at risk of entering foster care. Key Assets Social and Case Work practice is structured and guided by our Key Assets Practice Framework which is founded on principles of respect, open and transparent relationships, community development and change management. Our staff work across the Foster Care and Intensive Family Engagement program as required, dependent on organisational need but will have primary responsibility in one program at a particular time.

### **CORE RESPONSIBILITIES**

#### **Families for Life Service**

- Conduct needs/risk/safety assessments, and develop time limited intensive intervention plans with families, ensuring the highest possible transparency with children, young people and family in their homes and within an assertive outreach model.
- Implement the intervention plan and improve the parent(s) skills in parenting their children safely by providing, counselling, crisis intervention, psychoeducation, group work and practical support to families in accordance with the intervention plan paying particular attention to impacts of parental drug use, mental health problems, family violence, child abuse and neglect.
- Undertake a respectful, solutions focussed approach to working with families while being open about risks, strategies to ameliorate risk and expectations in relation to parenting that promotes the wellbeing of children, young people using the Key Assets, Families for Life Practice Framework.
- Develop and coordinate service network response for individual families to ensure tailored and effective intervention dependent on assessed support needs and identified family goals.
- Develop and facilitate Key Care Team meetings and work closely with Child Safety Services in relation to the monitoring of risk and individual outcomes reporting.
- Provide family advocacy as required and ensure brokerage dollars are appropriately expended to achieve maximum impact.
- Ensure that the protection of children and the promotion of their welfare is given absolute priority in all activities and that critical incidents/allegations/disclosures are recorded, investigated and acted upon appropriately and in keeping with Key Assets and the public sector Child Safety procedures.
- Work with evidence informed practice and evidence based programs to identify any needs of the children, young people and families to increase resilience.

### **Foster Care Service**

- To participate in negotiation between Key Assets and the Department to ensure that each child or young person referred to Key Assets' Out of Home care Program is matched with a carer who has the capacity to meet their needs.
- Ensure that Key Assets is in receipt of all relevant information in respect to children and young people referred to the service and that this information is provided as soon as practicable and documented via referral and placement agreement documents.
- Be present and proactive in supporting placements in order to avoid placement breakdowns by developing and implementing tailored placement support plans for the immediate, short and longer term in accordance with Key Assets practice and policy and in collaboration with key stakeholders, the Key Care Team.
- Support and coach foster carers to learn and grow in confidence and ability guided by the Key Assets Practice Framework for Foster Care, and in adherence with organisational and Departmental legislation, policy, procedures, standards and competencies.
- Monitor and review the suitability and competence of foster carers ensuring they provide children and young people with a relational care experience that promotes emotional, cognitive, physical and spiritual wellbeing and values familial and cultural connection, equality and diversity.
- Ensure organisational safeguarding activities are prioritised and develop and maintain relationships with children and young people in Key Assets care in order to assess and understand their care experience and promote safe care.
- Ensure children and young people know how they can raise concerns.
- Co-ordinate and facilitate foster care support groups, connection events and training activities in collaboration with the Social Work Team.
- Take a lead role in supporting children and young people to maintain contact with their siblings.
- To develop and facilitate children's events and support children to participate in CREATE activities and forums and Departmental initiatives that promote children's participation and engagement in design and development of Out of Home Care service delivery.
- Supporting the Children and Young People's Support Worker Program, including allocating and monitoring tasks as required.
- Be an effective member of the Key Care Team ensuring that children and their foster carers are central, are able to participate and that their voices are heard.
- Undertake Foster Care Assessments of potential foster carers as required.

### **General**

- Work as a key member of a state-wide Social Work team which is child centred and family focused.
- Ensure compliance with both Key Assets and Child Safety Legislation, Policy and Procedures. Ensure strict adherence to confidentiality and privacy, critical incident and mandatory reporting requirements.

- To engage in professional supervision, support and coaching and take active role in professional development and performance review processes.
- Establish and maintain appropriate professional records, ensuring relevant and contemporaneous documentation in accordance with Key Assets Policy and Departmental expectations.
- This position will require you to work flexibly and will include hours that fall outside of core business hours.
- Be part of Key Assets on call services roster requiring after hours response to any client from Friday 5 PM to the following Friday 9 AM (7 days).

**The role will involve frequent travel within region and at times across Tasmania and may include stays away from home.**

#### **Additional Duties**

- The post holder will be expected to demonstrate a commitment to Key Assets' Purpose and Pledges.
- The post holder will be expected to undertake any training and development deemed necessary for the pursuance of the post.
- The post holder will be expected to reach a minimum basic standard of I.T. competence to be able to use Company electronic systems effectively
- The post holder will be expected to ensure compliance with Equal Opportunities Policy and Procedure in all employment practices.
- The post holder will be expected to work in a manner which is inclusive of all employees and stakeholders, which includes Aboriginal and Torres Strait Islander's, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds.
- The post holder will be expected to comply with the no smoking policy in place and ensure that Health and Safety is observed in the course of employment
- Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping Senior Management informed of work in progress and inform Senior Management immediately of any child protection matter or serious complaint.

**It is the nature of work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description and have to be undertaken.**

## PERSON SPECIFICATION

### Case Worker

Note to Applicant: When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

**Key:** Assessed by Application Form: **A**  
 Assessed at Interview: **I**  
 Assessed by Test/ Exercise (if applicable) **T**  
 Assessed by Documentary Evidence **D**

	<b>Essential/ Desirable</b>	<b>Shortlisted Criteria</b>	<b>A</b>	<b>I</b>	<b>T</b>	<b>D</b>
<b>Education/ Qualifications</b>						
<ul style="list-style-type: none"> <li>Must hold recognised Qualification, if qualification is from overseas then proof of validation may be required. Qualification in Psychology, Counselling, Behavioural Science or other relevant degree will be considered.</li> </ul>	Essential	✓	✓	✓		✓
<b>Experience/ Training</b>						
<ul style="list-style-type: none"> <li>2 years post-qualification experience in Child and Family work</li> </ul>	Essential	✓	✓	✓		✓
<ul style="list-style-type: none"> <li>A proven track record in working with and or on behalf of children, young people and families, respecting and maintaining their individuality and promoting their positive development</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Experience in undertaking comprehensive assessments to develop, implement, monitor and review service delivery and support plans</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Experience in assessing parenting capacity</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Experience in supporting foster carers and / or families in their own homes.</li> </ul>	Desirable		✓	✓		
<ul style="list-style-type: none"> <li>Experience in working with family/kin to prevent Out of Home Care placements and restoring children/young people back to family/kin</li> </ul>	Desirable		✓	✓		
<ul style="list-style-type: none"> <li>Experience in conducting risk assessments and developing safety plans.</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Excellent report writing skills</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Experience working with resistant clients</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>A basic understanding of IT</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Demonstrated experience of working across multiple databases and systems</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Experience of working with evidence informed and evidence based programs</li> </ul>	Desirable		✓	✓		
<b>Knowledge</b>						
<ul style="list-style-type: none"> <li>A good working knowledge of relevant Acts, legislation, procedures and Standards relating to child protection and out of home care</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>An understanding of the role of Child Safety Services</li> </ul>	Essential		✓	✓		

	<b>Essential/ Desirable</b>	<b>Shortlisted Criteria</b>	<b>A</b>	<b>I</b>	<b>T</b>	<b>D</b>
<ul style="list-style-type: none"> <li>Knowledge of the role of other agencies in particular, Health and Education</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Knowledge of the growth and development of children</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Knowledge of childhood trauma and attachment</li> </ul>	Essential	✓	✓	✓		
<b>Personal Qualities</b>						
<ul style="list-style-type: none"> <li>Values consistent with those expressed by Key Assets and an ability to work within our Practice Frameworks.</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Ability to communicate simply and effectively, both verbal and written, recognising potential language barriers and cultural differences</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Tenacious, diligent and resilient with the ability to adopt a creative approach to problem solving in a fast paced environment</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability to work in partnership with Child Safety Services</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Keen eye for detail and ability to work with a number of different terms, conditions and processes simultaneously</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability to think quickly and act appropriately to business need</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability to work respectfully in partnership with internal and external departments, agents/consultants and other stakeholders</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Ability to work with a degree of autonomy , in a flexible and creative manner, within the agency's policies and procedures</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Reliability, flexibility and dependability</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Ability to maintain confidentiality</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Ability to work under pressure and handle changing priorities</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability to work with others in remote locations</li> </ul>	Essential		✓	✓		
<b>Miscellaneous</b>						
<ul style="list-style-type: none"> <li>A commitment to Equal Opportunities and OH&amp;S in all work practices</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>A comprehensive working knowledge of all relevant legislation pertaining to children's services as well as publications which inform current thinking regarding best practice and the Safeguarding of children</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>A commitment to diversity and social inclusion which includes Aboriginal and Torres Strait Islander's, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>A commitment to providing a professional and quality service</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Ability and willingness to travel , including occasional nights away</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Ability and willingness to participate in a 24/7 On Call duty roster as required</li> </ul>	Essential			✓		

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
<ul style="list-style-type: none"> <li>Must possess a full current driving license relevant to the state this role is based (**a Company car will be provided for this role)</li> </ul>	Essential	✓	✓			✓
<ul style="list-style-type: none"> <li>Willingness to undertake relevant statutory and personal reference checks</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Be prepared to seek advice where necessary</li> </ul>	Essential			✓		

***Key Assets makes use of the National Federal Police Criminal Records and local State and Territory Working with Children checking services, which facilitates the checking of individuals' criminal records by employers where such individuals are to occupy 'positions of trust'. You may be required to consent to and apply for disclosures at regular intervals during your employment in this post and any offer of employment is provisional and conditional on the satisfactory outcome of the check. This is because this role involves access to sensitive data.***

<b>Signed by Job Holder:</b>	
<b>Date:</b>	
<b>Signed by Line Manager:</b>	
<b>Date:</b>	