

JOB DESCRIPTION

Job Title	Social Worker – Child Wellbeing Caseworker
Department	Child Family and Wellbeing Unit NI
Responsible to	Child Family and Wellbeing Unit Manager NI and Key Assets Norfolk Island Operational Manager
Responsible for (if applicable)	NA

Overall Purpose and Aim of Role:

The Child Wellbeing Caseworker will work collaboratively with other professionals, families and the Norfolk Island community to provide services to children, young people and their families. The position will work across the service delivery continuum, providing early intervention services as well as targeted support for vulnerable families who are at risk of entering the child protection system.

CORE TASKS

- Contribute to building a robust and integrated service system on Norfolk Island
- Provide early intervention and prevention support to children, young people and families who are at risk of entering the child protection system to improve their safety, health and wellbeing
- Provide information, education and case management
- Work alongside the Unit Manager and Key Assets staff to address child safety concerns through assessment/investigation and ongoing case management
- Demonstrate professional judgement and capacity to draw on a wide repertoire of intervention
- Plan and deliver child and young people focused services around parenting, development, and family relationships
- Work in partnership with other Child and Family Wellbeing Unit staff, teachers, counsellors and health workers to manage referrals and promote integrated service delivery, including joint counselling and group work
- Engage with families and the community to provide information and education about issues impacting on children and young people, and facilitate their involvement in addressing those concerns in the community.
- Maintain a balance of direct service delivery, community engagement and the provision of programs to meet the needs of the children and young people on Norfolk Island
- Participate in and contribute to a culture of continuous learning and professional development to ensure practice knowledge and skills are contemporary and evidence-based
- Maintain accurate and relevant client records, and adhere to data collection requirements for reporting and management information.
- Review procedures and protocols to improve the delivery of child protection and wellbeing services under the *Norfolk Island Child Welfare Act 2009*
- Assist in community recovery activities in the event of an emergency
- Work collaboratively with Key Assets team members as required to facilitate a high quality

- service delivery
- Participate in the out of hours duty roster

This role will involve living on Norfolk Island, a remote island in the South Pacific.

Additional Duties

- The post holder will be expected to demonstrate the Key Assets’ values
- 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 Norfolk Islander’s and 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.

Signed by Job Holder:	
Date:	
Signed by Line Manager:	
Date:	

PERSON SPECIFICATION
Social Worker – Child Wellbeing Caseworker

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**

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
Education/ Qualifications						
<ul style="list-style-type: none"> Must hold recognised Social Work Qualification, if social work qualification is from overseas then proof of validation by the AASW required 	Essential	✓	✓	✓		✓
Experience/ Training						
<ul style="list-style-type: none"> 2 years post-qualification experience in Child and Family Social work with a child protection focus 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> A proven track record in working with and or on behalf of children, respecting and maintaining their individuality and promoting their positive development 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> Experience in undertaking comprehensive assessments to develop, implement, monitor and review client plans 	Essential		✓	✓		
<ul style="list-style-type: none"> Experience in assessing parenting capacity 	Essential		✓	✓		
<ul style="list-style-type: none"> Experience in working with family/kin to prevent Out of Home Care placements and restoring children/young people back to family/kin 	Essential		✓	✓		
<ul style="list-style-type: none"> Experience of assessing and/or overseeing prospective guardians and adopters 	Desirable		✓	✓		
<ul style="list-style-type: none"> A basic understanding of IT 	Essential		✓	✓		
<ul style="list-style-type: none"> Excellent report writing skills 	Essential		✓	✓		
<ul style="list-style-type: none"> Demonstrated experience of working across multiple databases and systems 	Desirable		✓	✓		
<ul style="list-style-type: none"> Demonstrated experience in working with children, families and communities from diverse backgrounds. 	Desirable		✓	✓		
<ul style="list-style-type: none"> Experience of working with evidence informed and evidence based programs 	Essential		✓	✓		
Knowledge						
<ul style="list-style-type: none"> A good working knowledge of relevant Acts, legislation, procedures and Standards relating to child protection and out of home care 	Essential		✓	✓		
<ul style="list-style-type: none"> An understanding of the role of Child Protection Practice 	Essential		✓	✓		
<ul style="list-style-type: none"> Knowledge of the role of other agencies in particular, Health and Education 	Essential		✓	✓		
<ul style="list-style-type: none"> Knowledge of the growth and development of children 	Essential		✓	✓		

<ul style="list-style-type: none"> Knowledge of childhood trauma and attachment 	Essential		✓	✓		
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	Essential/ Desirable	Shortlisted Criteria	A	I	T	D
Personal Qualities						
<ul style="list-style-type: none"> Ability to communicate simply and effectively, both verbal and written, recognising potential language barriers and cultural differences 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> Tenacious, diligent and resilient with the ability to adopt a creative approach to problem solving in a fast paced environment 	Essential		✓	✓		
<ul style="list-style-type: none"> Ability to work in partnership with Child/ren case managed by Norfolk Island Child Wellbeing Service 	Essential		✓	✓		
<ul style="list-style-type: none"> To be able to evidence an understanding of the use of IT and electronic communications including Microsoft Office Applications; Word, Excel, Access, Visio and email 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> Keen eye for detail and ability to work with a number of different terms, conditions and processes simultaneously 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> Ability to think quickly and act appropriately to business need 	Essential		✓	✓		
<ul style="list-style-type: none"> Ability to work respectfully in partnership with internal and external departments, agents/consultants and other stakeholders 	Essential			✓		
<ul style="list-style-type: none"> Ability to work with a degree of autonomy , in a flexible and creative manner, within the agencies policies and procedures 	Essential			✓		
<ul style="list-style-type: none"> Reliability, flexibility and dependability 	Essential		✓	✓		
<ul style="list-style-type: none"> Ability to maintain confidentiality 	Essential			✓		
<ul style="list-style-type: none"> Ability to work under pressure and handle changing priorities 	Essential	✓		✓		
<ul style="list-style-type: none"> Ability to work with others in remote locations 	Essential			✓		
Miscellaneous						
<ul style="list-style-type: none"> A commitment to Equal Opportunities and OH&S in all work practices 	Essential		✓	✓		
<ul style="list-style-type: none"> 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 	Essential		✓	✓		
<ul style="list-style-type: none"> A commitment to diversity and social inclusion which includes Norfolk Islander’s, 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 	Essential		✓	✓		
<ul style="list-style-type: none"> A commitment to providing a professional and quality service 	Essential			✓		
<ul style="list-style-type: none"> Ability and willingness to travel extensively, including occasional nights away 	Essential			✓		
<ul style="list-style-type: none"> Ability and willingness to participate in a 24/7 On Call duty roster as required 	Essential			✓		
<ul style="list-style-type: none"> Must possess a full current Australian driving license and be prepared to obtain a Norfolk Island driving license 	Essential	✓	✓			✓
<ul style="list-style-type: none"> Willingness to undertake relevant statutory and personal reference checks 	Essential			✓		
<ul style="list-style-type: none"> Be prepared to seek advice where necessary 	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.

Signed by Job Holder:	
Date:	
Signed by Line Manager:	
Date:	

