



Position Description

POSITION DETAILS	
Position Title	Case Worker
Location	East Kimberley
Status	Permanent part time
Supervisor	Senior Case Worker
Positions reporting to this position	Not Applicable

PURPOSE OF THE POSITION
The primary purpose of this position is to support carers; to assist them with supporting children and young people be safe and achieve their individual goals and objectives. We aim to assist carers; through support, education and training; to provide children and young people in their care with safety, access to social and educational opportunities, community access, daily living skill development and increased physical / psychological wellbeing.

OUR VALUES
• Integrity – we do what we say we will do and act with probity • Responsibility – we are accountable for our decisions and behaviours • Wisdom – we use our collective and individual knowledge, insight and judgement • Fairness – our decisions and behaviours will be free of self-interest and bias • Care and Respect – we have high regard for our clients, business partners and each other and we show consideration and appreciation in all our dealings • Accuracy of information – we will maintain accurate and comprehensive records. We will provide accurate and relevant information. We will keep our publications up to date. We will clearly explain the reasons for any decisions we make. • Confidentiality – we will treat all information confidentiality in accordance with Commonwealth privacy provisions and laws • Access – we will make our services accessible and provide information in a format that is easy to understand • Effective partnerships – we aim to consult widely to make sure that the views of our partners, clients and stakeholders are properly considered in developing or reviewing policies or services. We will also provide as much time as possible for comment on any proposals that affect our business



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RESPONSIBILITIES

Responsibilities include but are not limited to the following:

- Manage a case load under supervision of Senior Case Worker
- Provide support to carers so that quality of life is maintained and enhanced for children and young people in their care, under the General Foster Care
- Support carers to support children and young people to work in a positive manner to make choices and participate in decisions about their daily lives
- Ensure individual needs of children and young people are met; through supporting the carers to enhance daily living skills, social image, psychological/physical well-being and social skills
- Provide children and young people with a case management approach that is conducive to their current support needs; with emphasis on connectedness to supports, education, future employment, health and building skills in resilience
- Support young people with their particular cultural needs and linking to appropriate people to build their cultural knowledge and understanding aligned with their needs
- Processing placement requests in accordance with matching principles
- Monitor foster carers capacity to meet the Standards of Care
- Monitor case related matters such as behaviour management strategies
- Identify training needs for foster carers
- Completion of carer applicant assessments
- Maintaining minimum levels of contact with foster carers as per agency guidelines
- Follow the child and young person's care plan and report changes to Senior Case Worker
- Promote the development of shared and independent living skills of young people, so that they can make informed choices that respects their dignity and individuality
- Provide a safe living environment where young people can access a high quality service, information, security, confidentiality and opportunity for development
- Ensure that young people are actively consulted and participating in their environment
- Provides nurturing and sensitivity in times of crisis for young people
- Promote a flexible and responsive service through partnerships to respond to unmet needs and to ensure positive outcomes are achieved for young people
- Ensure the values of the organisation are upheld within the programs to the highest standard
- Ensure a high standard of service delivery and maintain quality assurance approach to the provision of services
- Maintain a continuous improvement focus
- Ensure quality service delivery within the programs to meet the needs of the individuals
- Implement new initiatives in conjunction with the Manager, that will enhance the quality of service provided to young people
- Prepare reports, briefings, correspondence and submissions within agreed timeframes
- Apply professional expertise to develop and negotiate client focused case plans and change strategies; in consultation with individuals, Senior Case Worker, funding bodies and other service providers.
- Create risk management strategies for identified individuals and ensuring health and safety to employees and individuals at the house
- Welcoming and orientating new individuals to the service
- Assisting with policy and program development as required
- Provide on-call assistance as required
- Provide required reports and documentation
- Attend training and meetings as required. Training may be arranged on a weekend or weekday depending on the type of training.



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SELECTION CRITERIA	
1. Qualifications	The Case Worker will either: • have completed or is currently completing a relevant diploma or tertiary qualification; or • have a less formal qualification with substantial years of relevant experience and specialized knowledge and skills sufficient to perform the role
2. Knowledge/Experience	Demonstrated knowledge and experience relevant to the delivery of service including; • Foster care • Casework and group facilitation skills • experience working with indigenous and culturally diverse families and communities and • experience in the engagement, assessment and intervention with children and relevant stakeholders
3. Values	Demonstrated commitment to achieving positive outcomes for young people using a valuing and strengths based approach.
4. Leadership	Demonstrated skills in leading a large team and the ability to work with minimal direction.
5. Communication	Excellent oral and written communication skills, including debriefing, conflict resolution, negotiation, mediation, public speaking, promotional communication and reporting writing.
6. Other Requirements	• WA Working with Children Check • Department Criminal History Check • Criminal History Check • Ability to work in Australia • Drivers Licence (WA)

AGREEMENT			
Signature			
Name		Date	