

Wathaurong Position Description		
Position Title	Out Of Home Care Case Worker	Contract Full time, 12-month contract
Business unit	Family Services	
Award	Social, Community, Home Care & Disability Services Industry Award 2010 - Social and Community Services Employee	
Classification	4.1	
Salary	\$41.52	
Reports to	OoHc Team Leader	
Direct Reports	NIL	

Wathaurong Aboriginal Cooperative	
	<p>The name Wathaurong (Wadda-Wurrung) is a recognised Tribe (community which consists of some 25 Clans) that form part of the Kulin Nation of Aboriginal people. The Traditional boundaries of the Wathaurong people span the coastline from the Werribee River to Lorne peninsula and traverse inland to a north direction towards Ballarat. Wathaurong services Aboriginal Communities living on Wadda-Wurrung, Gulidjan and Gadubanud Countries.</p> <p>Wathaurong was formed by community in 1978 as a place of common ground where Aboriginal people could be together and share in a sense of community with formal registration in 1980 to support the social, economic, and cultural development of Aboriginal people, particularly within the Geelong and surrounding areas. Wathaurong Aboriginal Cooperative Limited is an Aboriginal Community Controlled Organisation governed by an Aboriginal Board who are elected through the Annual General Meeting process annually, with their Chief Executive Officer to operationalize the strategic directives of the Board.</p> <p>(Pictured - Wathaurong Service catchment area)</p>

Purpose of the Role
<p>Wathaurong provides contracted case management for children in Out of Home Care (both Kinship and Home Based Care arrangements).</p> <p>The purpose of this role is in providing case management to the children, young people and carers in accordance with the overall case planning direction for a child or young person. This role follows the best practice principles to provide and support better outcomes for clients through the coordination of cases across the Kinship and Foster Care programs within the Family Services department.</p>



Purpose of the Role

Through this role you will provide case management to children on a variation of orders, including Family Reunification Orders, Care By Secretary Orders and Long Term Orders. For Aboriginal families, culture and the integrity of culture is crucial for the health and development of their children. Traditional Aboriginal culture is inherently inter-relational and interdependant and views the person as living and being in a relationship with the family, the community, the tribe, the land and spiritual beings, of the lores and dreaming.

It's important that interventions respect the strong lineal connection and that case workers see child and family needs holistically and not in isolation. It is also important that you seek from the family their definition of who should be involved in particular assessments, interventions, and planning activities, rather than case workers making assumptions about, who is "family" or who forms "community" for this child and family.

Primary Responsibilities

- Manage a portfolio of cases within the Family Services Team across the Kinship, Out of Home care and Foster Care programs.
- Working within the guidelines and frameworks for the appropriate case type, develop and revise case plans and liaise with appropriate stakeholders and service providers to implement plans and identify and facilitate access for clients to appropriate services.
- Provide client support in court related matters including conciliation, appearances, and reports.
- Facilitate events for children and carers in the programs.
- Ensuring your practice is always culturally appropriate and advocate for Aboriginal and Torres Strait Islander children to receive culturally appropriate services

Stakeholder & Community Engagement

- Develop and Facilitate activities, programs, events and group opportunities with clients
- Involvement with advisory groups around the area to develop the programs that clients are likely to engage with now or in the future.
- Participate in appropriate registered activities within the Wathaurong community

Administration & Compliance

- Commit to providing quality service through taking personal responsibility for adhering to current standards of practice.
- Participate in external review requirements such as accreditation and risk management to enhance continuous quality improvement.
- Ensure the health and safety of employees and other persons within the work environment.
- Report all hazards, accidents or incidents which have resulted or may result in an injury to others or damage to property.
- To be familiar with emergency and evacuation procedures and to participate in regular training in safety procedures
- At all times act professionally and as an Ambassador of the Coop.
- Regular debriefing and supervision with Team Leader and external Reflective Practice
- Comply with the standards of a child safe organisation in both practice and culture.



Selection Criteria

Essential

- Relevant qualification (or working toward) in Community Services, Social Work, Psychology, or related area and/or experience providing support services to families and young children.
- Demonstrated understanding of challenges which may affect an Aboriginal family's ability to provide safe and adequate parenting to their children.
- Demonstrated understanding of interfamilial relationships within indigenous families, and how these can support or impede the development and care of a child.
- Excellent interpersonal skills with ability to develop positive stakeholder relationships and communicate with diverse individuals in a culturally appropriate manner.
- Ability to demonstrate resilience and work in challenging and high-pressured environments.
- Strong written communication skills including a high level of accuracy, record keeping, and report writing abilities.
- Ability to work effectively and cooperatively as part of a team and follow processes.
- Knowledge of safe and appropriate culturally centred practices for Aboriginal and/or Torres Strait Islander focused services, including employment of Aboriginal and/or Torres Strait Islander people.
- Demonstrated understanding of social, physical, economical, and cultural strengths and challenges affecting Aboriginal communities and their ability to access adequate and quality services.
- Understanding of the purpose and expectations of the Victorian Child Safe Standards and demonstrated commitment to contributing to a child safe organisation in both practice and culture.

Desirable

- Identify as Aboriginal and/or Torres Strait Islander.
- Demonstrated experience working with Aboriginal Community Controlled Organisations.

Conditions of Employment

- Must pass a National Police Record Check.
- Must pass and hold a Working with Children's Check throughout the period of employment.
- Must hold a current Drivers licence
- Must pass safety screening checks as required based on the position and/or as requested by the funding body
- All positions are subject to funding.
- All positions are subject to an initial six (6) month probationary period.
- Other terms and conditions are in line with the relevant industrial instrument and internal policies.



Wathaurong’s Commitment to Safety

- Wathaurong is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We report any allegations and wellbeing concerns to authorities.

Physical requirements & environmental conditions of the role

The following table identifies the physical and psychological work environment characteristics that are inherent requirements of the role. Where possible, Wathaurong will make reasonable adjustments to enable individuals with disabilities to perform the essential functions of their roles.

A signed pre-existing condition declaration form is required to be completed prior to commencing in this role

Required activities / working environment	Frequency
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Rarely
Driving, in & out of vehicles	Often
Lifting/moving equipment	Rarely
Walking, climbing stairs, bending	Sometimes
Working alone or at a co-located site	Sometimes
Confrontational/confronting situations <i>(Due to the nature of our work, there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)</i>	Often
Working outside in differing weather conditions	Rarely
Attending external locations including client homes	Often

Wathaurong’s Commitment to Safety

Wathaurong is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities.

Behavioural Expectations:

All employees with Leadership responsibility are required to:

- Follow all specified Human Resource Policies & Procedures
- Manage employees in a consistent and transparent manner, setting clear targets & behavioural expectations.



Behavioural Expectations:

- Select the best candidate for the role, free from discrimination.
- Conduct monthly supervision, One on One's for a minimum of 30 minutes.
- Conduct formal performance appraisal with set KPI's and individual development plan by March each year and conduct a mid-year progress review in September.
- Make decisions within your delegated authority and funding agreements.
- Ensure all funding agreement reporting requirements are undertaken in a timely manner.
- Effectively manage employee time & attendance and leave applications.
- Consistently manage the performance of all team members to ensure equity in work allocation

Key Performance Indicators:

- Case management is delivered successfully within the legislative requirements of the Child Safety and Children, Youth and Families Acts (CYFA) 2005 and any other Best Practice program guidelines as relevant to the case type.
- Role contributes to the safety and wellbeing of all employees and visitors to the Cooperative by reporting risks, hazards, and incidents and maintaining awareness of emergency procedures.
- Meets reporting obligations of the funding agreements/activity statements listed above as well as any additional opened in period.
- Proactively participates in all required training, supervision, and development activities.
- Role contributes to the cultivation of positive organisational and team environments and meetings that are supportive of culture, equality, and diversity.
- Work collaboratively with child protection for case planning and general case management.
- All relevant immediate and ongoing needs of children and families are being met with culturally appropriate supports and services through effective case management.

Position Description Acceptance

Signed by the Employee:

I have read and understood the above and agree to carry out the duties listed in my Position Description.

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Name	Signature	Date
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