



POSITION DESCRIPTION

Position Title	Preservation Caseworker
Reporting To	PSP Team Leader - Preservation

PURPOSE OF THE POSITION

The Preservation Caseworker is required to work as part of a responsive and dedicated Preservation team who are responsible for providing case management and support to achieve outcomes for families with children and young people who are at risk of entering Out of Home Care (OOHC).

The Caseworker will provide intensive support services to vulnerable children, young people, and their families in order to identify and/or reduce risks, allowing families to maintain the care of their child/children.

The Caseworker will work with and support families in order to prevent children and young people entering statutory OOHC by planning and implementing strategies to build their parenting capacity to provide safe and nurturing environments free from risk of harm.

KEY RESPONSIBILITIES & DUTIES

- Undertake and meet all case management responsibilities in relation to individual children, young people and their families allocated by the PSP Manager – Preservation
- Complete all relevant documents and records for each family within the given time frames and all other paperwork relevant to the role in line with organisational policies and procedures
- Maintain regular, effective and meaningful contact with children, young people and their families
- Ensure that family action plans are regularly reviewed and facilitate the attendance of all key stakeholders at relevant meetings including family group conferences and reviews
- Participate in monthly supervision meetings with your Team Leader and complete tasks identified in these meetings
- Undertake and participate in regular evaluations of the service and take part in annual appraisals and team planning days
- Undertake specific task allocated by the PSP Manager – Preservation, relating to promotion of the service and the enhancement of the partnership between the team and key stakeholders
- Contribute to the development and maintenance of a positive, supportive and collaborative team environment including the ongoing learning of all team members through the sharing of ideas and feedback from training
- Comply with all SCMSAC Policies and Procedures
- Other duties as reasonably directed by the CEO, Executive Officer - PSP or Supervisor

KEY PERFORMANCE AREAS

- Data and reporting are accurate and up to date
- Notifiable events are reported to PSP Manager- Preservation
- Active contribution to the development of the Family Preservation Program including; participation in staff training and development, team meetings and support and supervision
- Each family on your caseload has a current family action plan that is reviewed regularly
- Home visiting requirements are met

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Minimum Certificate IV qualifications in Social Work, Welfare, Community Services or related fields, or willingness to obtain tertiary qualifications in the above fields
- Demonstrated knowledge and understanding of the issues affecting Aboriginal communities, families and children specifically in to Aboriginal children and young people who are at risk of entering statutory OOHC
- Experience working within a case management model and/or OOHC
- Highly developed analytical case work skills
- Demonstrated capacity to work autonomously in developing and managing detailed, effective family action plans for multiple families simultaneously
- Demonstrated ability to be adaptable to changing circumstances and organisational requirements, and contribute to the needs of an expanding organisation
- Proficient computer literacy and the ability to use basic computer programs and all Microsoft Office applications
- Clear Working with Children Check, Working with Vulnerable People Registration and National Police History Check
- Current Drivers Licence

Desirable

- *Aboriginality
- Demonstrated knowledge of relevant legislation, NSW Child Safe Standard for Permanent Care and the Family Community Services Permanency Support Program
- Demonstrated Knowledge, experience and training in family preservation and restoration

PERSONAL QUALITIES AND ATTRIBUTES

- Highly developed organisational skills and the ability to manage time effectively and efficiently, including the ability to prioritise competing demands
- High level of interpersonal skills, ability to communicate effectively with demonstrated ability to apply these across a culturally diverse caseload
- Highly developed written and verbal communication skills

- Effective conflict resolutions skills, negotiation, mediation and decision making skills

RELATIONSHIPS

With	Purpose
SCMSAC CEO	The CEO may make day to day requests for support and information from the Preservation Caseworker.
Executive Officer – PSP & PSP Manager - Preservation	The Preservation Caseworker may receive guidance and direction from the Executive Officer – PSP and PSP Manager - Preservation.
PSP Team Leader – Preservation	The relevant PSP Team Leader - Preservation is the first point of contact for the overall direction of work and will provide support and supervision to the Preservation Caseworker.
SCMSAC Managers, Team Leaders and Employees	The Preservation Caseworker will interact closely with the Managers, Team Leaders and other employees to develop and maintain effective working relationships, collaborate on matters, exchange information and provide advice and feedback.
External Stakeholders	The Preservation Caseworker will develop and maintain strong links with external stakeholders, community organisations and other agencies in the local area including educational institutions, government bodies and funding bodies.

EMPLOYEE'S ACKNOWLEDGEMENT AND ACCEPTANCE OF POSITION DESCRIPTION

I have read and confirm my understanding of the above position description that will apply to my employment with South Coast Medical Service Aboriginal Corporation.

Employee signature

Date

Signed and approved on behalf of SCMSAC

Date

**Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*