



## POSITION DESCRIPTION

Position Title

Permanency Support Worker

### PURPOSE OF THE POSITION

The Permanency Support Program (PSP) provides multidisciplinary case management and support for Aboriginal children and young people, and their foster carers as part of an integrated service response.

The Permanency Support Worker is responsible for achieving the best possible outcomes for Aboriginal children and young people placed in the SCMSAC Permanency Support Program, referred by and in partnership with NSW Human Services, Community Services. The Permanency Support Worker will work closely with carers and birth families for the purpose of planning and supporting care plans for children and young people in the SCMSAC Permanency Support Program.

### KEY RESPONSIBILITIES & DUTIES

- Undertake and meet all case management responsibilities in relation to individual children and young people allocated by the PSP Manager
- Complete all relevant documents and records for each child or young person 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 carers
- Ensure that case plans are regularly reviewed and facilitate the attendance of all key stakeholders at relevant meetings including case conferences and reviews
- Facilitate, support and supervise when necessary, contact between children and young people placed in care and their siblings, birth families and significant others in accordance with court orders, case plans and reviews
- Participate in an on call rotational roster
- Participate in monthly supervision meetings with your Team Leader and complete tasks identified in these meetings
- Contribute to The Office of the Children's Guardian accreditation procedures and file audit processes
- Undertake and participate in regular evaluations of the service and take part in annual appraisals and team planning days
- Undertake specific task allocated by your Team Leader 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
- Understanding of and capacity to implement EEO, WH&S, ethical practice and principles of a culturally diverse society
- Comply with all SCMSAC Policies and Procedures
- Other duties as reasonably directed by the CEO or delegate

## KEY PERFORMANCE AREAS

- Case Management
- Records Management
- Stakeholder Engagement and Collaboration
- Continuous Quality Improvement, Risk Management and WHS

## KEY COMPETENCIES

### Qualifications, Knowledge and Experience

#### Essential

- Minimum Certificate IV qualifications in Social Work, Welfare, Community Services or related fields, and demonstrated experience in these sectors
- Demonstrated knowledge and understanding of the issues affecting Aboriginal communities, families and children specifically in relation to the placement of Aboriginal children and young people in care
- Experience working with children, adolescents, families and communities
- Proficiency in report writing and demonstrated ability to develop, organise and maintain records and reports in a timely manner
- Experience working within a case management model and/or OOHC
- Experience working in or with an Aboriginal community
- Working knowledge of the local and regional service networks
- Knowledge and understanding of the Children and Young Person (Care and Protection) Act 1998 and the ability to develop an understanding of the NSW Children's Guardian OOHC Standards
- Clear Working with Children Check, Working with Vulnerable People Registration and National Police Check
- Current Driver's Licence

#### Desirable

- Aboriginality\*

## PERSONAL QUALITIES AND ATTRIBUTES

- Effective time management skills and the ability to work to strict deadlines
- Excellent verbal communication skills and interpersonal skills with the ability to exercise these in a team environment
- Demonstrates flexibility and initiative in the workplace
- Effective conflict resolutions skills, negotiation, mediation and decision making skills
- Highly developed organisational skills and capacity to prioritise competing demands

## RELATIONSHIPS

With	Purpose
CEO	The CEO may make day to day requests for support and information from the Permanency Support Worker.
PSP Executive Officer and Manager	The Permanency Support Worker may receive guidance and direction from the Executive Officer PSP and PSP Manager.
PSP Team Leader	The relevant Team Leader is the first point of contact for the overall direction of work and will provide support and supervision to the Permanency Support Worker.
Managers, Team Leaders and Employees	The Permanency Support Worker will interact closely with the Team Leader and other employees to develop and maintain effective working relationships, collaborate on matters, exchange information and provide advice and feedback.
External Stakeholders	Permanency Support Worker will develop and maintain professional connections with external stakeholders such as community service providers, health and wellbeing provider's, educational institutions 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.*