

# Position Description

Position title	Flexible Funding Packages Keyworker
Document ID	
Program/Unit	Children, Youth and Family Services
Term	Fixed term part-time
Classification	Dependent on qualifications & experience
Position reports to	Flexible Funding Packages Coordinator

## Organisational context

Established in 1997, MacKillop Family Services (MacKillop) strives to ensure all families are supported to provide children with a safe and permanent home, and the best possible start to their lives.

Continuing the child and family welfare programs of our three founding agencies - the Sisters of Mercy, the Sisters of St Joseph and the Christian Brothers - we provide early intervention programs to support the most vulnerable families, and provide education, disability support, home-based care and out of home care for vulnerable children and young people in Victoria, NSW and WA.

MacKillop has almost 1,100 staff, operating out of more than 40 sites, and has forecast annual revenue for the 2018/19 financial year of over \$125 million.

Just like our founders, we are deeply committed to our work, and are driven by social justice. We believe every child should be protected from abuse, neglect and exploitation, and are a child-safe organisation that is committed to protecting and advocating for the best interests of children and families across all our programs.

Our work is underpinned by our values, and by a deep understanding of the impact of trauma, informed by the Sanctuary Model. Sanctuary is a blueprint for organisational change, which supports organisations to provide a safe, non-violent environment for people affected by trauma. It also supports staff and carers to form communities that are safe and caring, and to maintain a culture that reflects these qualities at every level within the organisation. MacKillop is the only licensed provider of training in the Sanctuary Model in Australia.

## Our vision

All children, young people and families are safe, thriving and connected to culture and community. MacKillop Family Services will care compassionately, respond large-heartedly and advocate courageously.

## Our values

**Justice:** We believe in the right of all people, regardless of belief or culture, to be treated justly and fairly;

**Hope:** We commit to creating an atmosphere of hope where people find meaning in their experiences and relationship;

**Collaboration:** We commit to working in a collaborative spirit through cooperation, coordination, and partnership;

**Compassion:** We commit to creating an attitude of openness to others and to their circumstances; and

**Respect:** We seek to listen and learn from each other and to build relationships with respect.

## Position purpose

Flexible Funding Packages, including Targeted Care Packages (TCPs), are an allocation of funding attached to a specific child or young person based on an assessment of that child's needs. TCPs aim to enable the transition of the child from residential care into an alternate living arrangement where their experience of care is more positive, and their needs better met. TCPs provide flexibility to personalise supports to the individual needs of children and their carers assisting in alternate placements outside of residential care such as; family reunification, kinship, home-based care, lead tenant or independent living.

The Flexible Packages Key Worker is responsible for the ongoing implementation and overarching case management responsibility of these packages.

## Primary objectives

The Flexible Packages Key Worker will play a pivotal role in the achievement of better outcomes, consistent with the case plan directions and any cultural support plan for children and young people receiving a Flexible Packages.

The Flexible Packages Key Worker is a member of the Victorian Child, Youth and Family programs. The Flexible Packages Key Worker will report to a program coordinator depending on the local arrangements, and work closely with the Home Based Care (HBC), Residential Care and Community Programs staff in each division.

## Key result areas and responsibilities

The Flexible Funding Packages Keyworker will:

- Directly engage and work therapeutically with the child or young person, their family, carers and others to facilitate changes that support achievement of the child or young person's case plan and the outcomes sought for the child or young person.
- Liaise closely with care team and other professionals to support the achievement of the case plan.
- Be the primary contact for the individual, family and children and collaborate with them to deliver a targeted care package, holding the complete picture of overall needs, strengths, goals and priorities, to achieve improved client outcomes.
- Identify, establish, lead and coordinate effective care teams as required for individuals, families, carers and children who have many needs and/or many services involved.
- Work with child or young person and their families to facilitate all elements of the targeted care package plan.
- Ensure that Aboriginal children and young people have appropriate cultural supports in line with any cultural support plan.

- Work holistically across the service system to meet the needs of the child or young person.
- Where appropriate follow and support the child or young person throughout the remainder of their care experience.
- Accurately update and maintain client information, both written and electronic, in accordance with Department of Health and Human Services' (DHHS) guidelines, program requirements and confidentiality principles.
- Attend and contribute to team meetings, care team meetings and wider organisational meetings.
- Undertake duties as specified in each Flexible Funding Packages.
- Undertake other duties as required.

## Key selection criteria

The incumbent will have:

- A knowledge and understanding of Aboriginal culture and values and an awareness of the current issues faced by Aboriginal children, young people and their families
- Relevant tertiary qualifications in Social Work, Psychology and/or related Behavioural Sciences at degree level with relevant experience, or an Associate Diploma with substantial experience in the relevant service stream
- Demonstrated ability to provide a case management and coordination service in complex family circumstances where multiple service providers may be involved, within a child protection system
- Well-developed time management skills and demonstrated ability to manage competing demands and interests
- Demonstrated knowledge and experience working in the community sector - including, residential care, home based care, disability, family specialist and family reunification
- Maturity and flexibility in working with complex individuals and families
- Sound knowledge of the Children, Youth and Families Act 2005 and policies relating to child welfare, family services and Child Protection Services
- Well-developed skills in assessing risks, needs and safety for children, young people and families
- Demonstrated expertise in responding creatively to the needs of children, young people and families with highly complex issues
- Excellent interpersonal skills, with a demonstrated capacity to work collaboratively with others and exercise influence in a diversity of contexts
- Sensitivity around issues of confidentiality, gender, cultural diversity, disability, age and sexuality in dealing with a wide variety of client groups
- Demonstrated knowledge of and commitment to trauma informed therapeutic models of service delivery and the Sanctuary Model

- Ability to participate collaboratively and constructively within teams of peers, staff and other stakeholders, as well as initiative and effective personal judgement when working alone.
- Eligibility for membership of Australian Association of Social Workers (AASW) or Australian Psychological Society (APS) desirable.

## Other information

The incumbent is required to:

- Sign and actively abide by MacKillop's Code of Conduct.
- Observe and actively support MacKillop's OH&S policy and strategy.
- Attend mandatory and other training as required.
- Actively participate in MacKillop's Bid Management process as required.
- Participate in and promote continuous quality improvement processes.
- Promote an environment that is culturally safe and strengths focussed.
- Abide by principles and commitments of the Sanctuary Framework.

The incumbent must possess a:

- Valid and current Victorian Driver's Licence.
- Valid and current Victorian Working with Children Card.
- Satisfactory criminal history check conducted by MacKillop Family Services.

## Approval

<b>Approver's full name:</b>	Ninevah Hooper	<b>Date:</b>	September 2018
<b>Approver's position title:</b>	Director of Children, Youth and Family Services - VIC		
<b>Incumbent's full name:</b>			
<b>Incumbent's signature:</b>		<b>Date:</b>	



*MacKillop Family Services acknowledges Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the Traditional Owners and Custodians of the land on which we live, work and play. We pay our deep respects to Elders past and present and acknowledge all Aboriginal children, young people, families and staff who are a part of MacKillop Family Services.*