

## POSITION DESCRIPTION

<b>POSITION:</b>	SHS Transition Casework and Support Worker
<b>AWARD:</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>CLASSIFICATION:</b>	Level 4
<b>REPORTS TO:</b>	Manager, Houses to Homes
<b>SERVICE:</b>	CatholicCare Western Sydney & the Blue Mountains – Homelessness Service (Houses to Homes)

---

### Position Objective

The SHS (Specialist Homelessness Services) Transition Casework and Support Worker, under the direction of the Manager, is responsible for the provision of empowering services to pregnant and parenting young women, 16 – 25 years, and their babies/children who are homeless or at risk of homelessness. These services include transitional housing and support to access longer term housing options, case management and support, home visits, parenting/living skills/tenancy support in the Blacktown/Hills and adjoining LGAs. This position is funded through SHS and the Catholic Diocese of Parramatta.

---

### Duties

- Trauma-informed case management support to pregnant and parenting young women who are at risk of homelessness to maintain their tenancies and also case management support to young mothers who are homeless to obtain sustainable housing.
- Provide case management and support to pregnant and parenting young women in the community; in our semi supported transitional housing and to pregnant and parenting young women rapidly re-housed in private rental in the Blacktown and Hills LGAs.
- Provide information, advice, referral and advocacy for pregnant and parenting young women seeking assistance and provide appropriate warm referral and advocacy to a range of other agencies.
- Support pregnant and parenting young women to access programs to develop independent parenting skills to ensure the wellbeing of babies and living skills to sustain housing. Convene and chair share-house meetings.
- Support the maintenance and development of positive family and support networks for young women and their children to sustain housing.
- Develop and maintain positive and effective relationships with all current and potential program stakeholders including “first to know services”, hospitals, other SHS providers, referral agencies and government departments.
- Ability to communicate effectively and an understanding of the needs of Aboriginal and Torres Strait Islander people and the needs of culturally and linguistically diverse and emerging communities.
- Exercise specialised judgment within the area of child welfare and child protection, making sound and thorough assessments regarding the health, welfare and wellbeing of babies/children and young women.
- Demonstrate practice wisdom with quality case work, practical support and brokerage and where possible provide innovative interventions to enhance case management goals.
- Participate in key inter-agencies and external meetings as required.
- Contribute positively to team, clients and office environment.
- Participate in regular staff meetings, group supervision, planning days, appropriate and approved training, other job-related duties and CatholicCare events including travel to other offices and other sites.
- Maintain program caseloads within negotiated timeframes, budget constraints and quality standards.
- Ensure timely and accurate completion of the CIMS client information management system, the CatholicCare database, as well as meeting all other administrative and reporting requirements.

- Comply with relevant legislation; CatholicCare policies, procedures and guidelines; follow service objectives and goals and contribute to the review and development of standards and associated documentation.
  - Work in collaboration with Manager to review and evaluate activities and performance to ensure continuous improvement and to ensure program operates within budget.
  - Undertake mobile case management in service vehicle or using own comprehensively insured car for service delivery related travel, maintain accurate log book.
  - Be available for Emergency phone number roster.
- 

### **Selection Criteria**

- Tertiary qualifications or commensurate experience in Social Work, Social Welfare, Community Services, Youth Work, Case Management, Health or related discipline.
- Extensive skill and experience in trauma informed case management for a variety of clients, with knowledge of the differing levels of support needs for pregnant young girls and young mums with babies/children to achieve positive sustainable housing outcomes.
- Demonstrated knowledge of strength based casework principles, case management experience and commitment to best practice.
- Demonstrated understanding of child protection issues.
- Competent computer skills and ability to effectively use a computer-based case management database system.
- Willingness to work within the ethos of CCSS and act at all times in accordance with the CCSS Code of Conduct.
- Documented current NSW Working With Children Check clearance.
- Own motor vehicle with comprehensive insurance and current full driver's license.
- Current First Aid Qualifications (desirable).

**It is expected that all duties will be carried out in accordance with the Strategic Plan, Business Plan, Policies and Procedures of CatholicCare Western Sydney & The Blue Mountains.**

Authorised by: Peter Loughnane, Executive Director, 7 July 2020

---

### **Acknowledgement**

I accept and agree to the duties in this Position Description and I agree to abide by the terms and conditions stipulated therein. I further agree to abide by the policies and procedures, guidelines and Code of Conduct of CatholicCare Social Services Western Sydney and the Blue Mountains.

Employee Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_