

Position description: Kinship Care Case Management & Support Practitioner

ROLE PURPOSE

The Kinship Care Case Management and Support Practitioner provides case management and support to Kinship Care (kith and kin), placements made by the Department of Health and Human Services (DHHS) Child Protection, as well as to voluntary kinship placements across the Brimbank and Melton local government areas.

The Case Management and Support Practitioner provides support to vulnerable children and young people as well as their kinship carer(s), who can present with a range of complex issues related to drug and alcohol use, family violence, mental health, and cycles of disadvantage and poverty resulting in chronic neglect and cumulative harm.

A key focus of the role is to work in partnership with Child Protection and other support services, as well as kinship carers to provide a holistic trauma informed service using the Best Interests Case Practice Framework. The delivery of the service occurs primarily through outreach to children, young people and carers in their homes.

The Kinship Care Case Management and Support Practitioner will be a part of the Out of Home Care team, which offers a range of volunteer and out of home care services to families residing in the Western Division of Melbourne.

Part A: Organisation

Baptcare's Vision, Mission and Values

Mission: Partnering for fullness of life with people of all ages, cultures, beliefs and circumstances.

Vision: Communities where every person is cherished.

Our Mission and Vision are lived through our WE CARE values:

We care about...	Our Customers We care about...	Our Team We care about...
Wellbeing	... You living your life with meaning, we partner with you to enhance your health, safety, comfort and spirituality.	... Strengthening our teams by cultivating a safe and encouraging work environment that enables personal growth.
Ethics	... Being genuine with you, leading with integrity and fulfilling Baptcare purpose in harmony with community expectations.	... Being inspired by justice. We act with integrity and do the right thing by our customers and each other in light of current and future needs.
Co-creating	... Building personalised and innovative solutions with you and our allied partners, with your goals as our shared focus.	... Building an exciting future together with our customers in focus, by empowering everyone to contribute and encouraging adaptability, creativity and collaboration.
Accountability	... Fulfilling our commitments to you and accepting our responsibilities to continually improve.	... Fulfilling our commitments and responsibilities, using our resources wisely and being able to reflect, speak up and adapt when needed.
Respect	... Understanding and embracing your individuality, standing up for your equality and protecting your dignity.	... Understanding and embracing your individuality, standing up for your equality and protecting your dignity.
Effectiveness	... Being focused on achieving the best outcomes for you, with you.	... Ongoing improvement in the focus of our people and resources to achieve positive outcomes for our customers.

Part B: Position specifications

Relationships

Division:	Service and Operations – Family and Community Services (FACS)
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Reports to:	Out of Home Care Program Manager
Internal:	Kinship Care Team Leader
External:	Department of Health and Human Services (DHHS) Child Protection, other providers of family and community services, schools, families.

Dimensions		
Annual Operating budget:	N/A	
Staff	Direct	N/A
	Indirect	N/A

Delegations and authorities	
Capital expenditure:	N/A
Operating expenditure:	N/A

Key Accountabilities
<ul style="list-style-type: none"> • Provide a case management and case work service to clients of the Kinship Care Program • Liaise with birth families regarding their children in kinship care • Maintain records including case notes, reports, plans and statistics within required timelines • Plan and facilitate group programs to vulnerable carers, children and young people • Develop and maintain positive relationships with DHHS Child Protection, other government and community organisations • Comply with relevant standards and legislation, Baptcare and DHHS policies and procedures • Participate in and contribute to program development and innovation • Contribute positively to team work and culture • Commitment to the safety, well-being and best interests of children and young people, and duty of care in the prevention, identification, and response to child abuse. • Commitment to the needs of children, vulnerable people and people with a disability; people from a culturally or linguistically diverse background; and/or Aboriginal and Torres Strait Islander people.

Key Tasks
<ol style="list-style-type: none"> 1. Provide a case management and case work service to clients of the Kinship Care Program <ul style="list-style-type: none"> • Manage a case load of kinship care placements • Complete holistic and trauma informed comprehensive risk assessments of the needs and safety of children, young people and their families using the Best Interests Case Practice Framework

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<ul style="list-style-type: none"> • Liaise with Child Protection around risks to children and young people as required • Support carers in sustaining placements for children and young people, where appropriate assess carers for permanent care of children and young people • Provide parenting support and skill development according to the families' needs • Make referrals and link carers and children in to community supports and services
<p>2. Liaise with birth families regarding their children in kinship care</p> <ul style="list-style-type: none"> • Support and supervise children and young people's contact with their birth families. • Engage in regular contact with their birth families, providing updates on their child's wellbeing
<p>3. Maintain records including case notes, reports, plans and statistics within required timelines</p> <ul style="list-style-type: none"> • Complete high quality assessments, plans, reviews, case notes, supervision and reports within required timeframes • Maintain up-to-date client records within Baptcare and Child Protection guidelines • Complete required performance and statistics reporting • Ensure that risk management and monitoring obligations are fully met, e.g. Quality of Care and Incident Reporting requirements
<p>4. Plan and facilitate group programs to vulnerable carers, children and young people</p> <ul style="list-style-type: none"> • Plan and deliver carer and children support groups • Contribute to grant applications to deliver group programs • Undertake evaluation of group work
<p>5. Develop and maintain positive relationships with DHHS Child Protection, other government and community organisations</p> <ul style="list-style-type: none"> • Maintain regular positive contact with Child Protection workers • Attend relevant network meetings
<p>6. Comply with relevant standards and legislation, Baptcare and DHHS policies and procedures</p> <ul style="list-style-type: none"> • Maintain updated knowledge of and work within relevant standards and legislation including but not limited to the <i>Children, Youth and Families Act 2005</i>, <i>Child Safe Standards</i>, the <i>Carer Recognition Act 2010 (Cwlth)</i> and <i>2012 (Vic)</i> and Work health and Safety requirements • Maintain updated knowledge of and work within Baptcare and DHHS policies and procedures • Give evidence in relevant courts to support the best interests of children and young people • Ensure that all incidents are recorded, fully investigated and preventative measures implemented • Visibly demonstrate work health and safety leadership and personal commitment to working with all Baptcare stakeholders to achieving a Zero harm workplace • Support practice that is family and culturally sensitive
<p>7. Participate in and contribute to program development and innovation</p> <ul style="list-style-type: none"> • Actively participate in supervision, training and development opportunities • Attend and contribute to team meetings, planning days, and staff meetings • Actively contribute to innovation and service improvements • Represent Baptcare at external meetings and forums
<p>8. Contribute positively to team work and culture.</p> <ul style="list-style-type: none"> • Share information and support colleagues • Respect and value differences

Part C: Person specification

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Key selection criteria

1. Excellent family and child assessment skills including risk assessment of children and young people as well as assessment of caregivers
2. Demonstrated case management skills with complex families and at risk children and young people
3. Knowledge and experience of maintaining positive working relationships with Child Protection Services and other professionals and families in challenging situations
4. Understanding of and ability to apply therapeutic models and theories around trauma and child development that enable positive change and demonstrated ability to apply these in practice
5. Capacity to work effectively with families from a range of cultural and socio economic backgrounds
6. Non-judgmental and respectful approach to working with families and Child Protection
7. Knowledge of the Best Interest Case Practice Framework and ability to apply permanency planning principles
8. Experience in planning and facilitating group programs
9. Ability to engage in reflective practice and supervision with supervisor
10. A creative approach to the design of goals and skill development with families
11. Well-developed written and verbal communication skills
12. Ability to work within a multi-disciplinary team environment by sharing information, supporting and respecting colleagues
13. Sound organisational and time management skills
14. Creative and enthusiastic attitude

Qualifications

Essential:	A tertiary qualification in Social Work, Psychology or equivalent
Desirable:	Qualifications in family therapy, child development and trauma

Other

Essential	<ul style="list-style-type: none"> • Minimum of 2-3 years case management experience within out of home care preferred. • Current Police Check (national and international if relevant) • Current Working with Children’s Check • Victorian Driver’s Licence
Desirable	Competency in the use of computer software

DECLARATION

Essential	My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined.
Employee	Name: Signature: Date: / /



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Baptcare representative	Name: Signature: Date: / /
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