

**POSITION DESCRIPTION**

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| **Position Title:** | Kinship Case Manager |
| **Location:** | Morwell office or other location as required. |
| **Reports To:** | Practice Leader - Out of Home Care (Kinship) and Manager Care & Family Services. |
| **Key Internal Contacts: (Program)** | Care & Family Services  |
| **Hours of Duty:** | As per the Employment Agreement |
| **Duration:** | The position is for a 12 month contract further employment is dependent upon ongoing funding. |
| **Salary Classification:** | SCHADS Award Level 5 |

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| **About Quantum** |
| Quantum Support Services has been operating in the Gippsland region since 1987. During this time, the organisation has built a strong reputation in achieving outcomes for the local community. We are a not-for-profit support service, which means that all funds are used to support the community. We offer services to clients at our five sites (Bairnsdale, Sale, Morwell, Warragul and the East Bairnsdale Community Hub) and outreach to clients living across Gippsland. The range of services we provide include:* Homelessness including youth crisis accommodation
* Tenancy advocacy and support
* Connecting people with the community such as assisting people experiencing vulnerability with health services and other support providers
* Family violence support for women and children
* Youth programs
* Out of Home Care including Foster Care

Quantum believes the celebration of diversity makes us and the community stronger.  We are committed to embracing everyone’s individual differences so that we can help create a strong workplace and community that is empowered to reach its potential. We celebrate diversity of gender, sexuality and spiritual or religious belief along with all cultural backgrounds including Aboriginal and Torres Strait Islander people.  Quantum recognises that we all have diverse life experiences that may be influenced by age, ability, social and financial status. Quantum supports everyone’s right to feel respected, safe, welcome and valued.In undertaking this role with Quantum, you are expected fulfil the obligations set out in this document and any other reasonable direction given to you by your Line Manager. Most importantly, the way in which you undertake your work and your behaviour towards you colleagues, clients and the wider community must align to the values set out below.  |
| **Vision:** | Our Vision is to enrich the wellbeing of Gippslanders |
| **Values:** | Respect, Integrity, Empowerment |
| **Our Core Values:** | * we are inclusive
* we are accountable
* we strive for sustainable outcomes
* we are proactive
* we show care
* we are agile and adaptive
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| **Our Goals** | * Provide the right services and programs in the right places.
* Increase access to early intervention and prevention services.
* Attract, engage and invest in our people.
* Build the profile of Quantum.
* Achieve a sustainable business model
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| **Primary Position Objective** |
| This position will be responsible for working within a new model of Kinship Care (First Supports). This model of care will be available to new statutory kinship care placements expected to last longer than three months. First Supportsincludes timely comprehensive assessment, identification of needs, access to family services, and flexible brokerage up to $1,000 to help establish placements.The main objectives of the new kinship care model are to:* Identify kinship networks early
* Strengthen reunification, where appropriate
* Promote placement quality and support children and young people living with kinship families to thrive
* Promote placement stability, including reducing the likelihood of entry into residential care.
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| **Duties and Responsibilities** |
| **Service Delivery** | * Completion of comprehensive carer and placement assessments in a timely manner.
* To identify and address risk and safety factors within the kinship household.
* Make an informed decision about strengths and areas for growth within the placement to enhance the best outcomes for the child.
* To provide recommendations to Child Protection about the suitability of the placement, carers' ability to meet the needs of the child and engagement in planning regarding successful sustainability of the placement.
* To identify and coordinate necessary supports to enable the success of the placement.
* To identify the support and care needs of the child to inform appropriate carer allowance.
* Support and assist the kinship carer to adjust to taking on the care of a child in their home, including provision of stability, safety and development of the child whilst in their care.
* Provision of psycho-education to the kinship carer and/or child to support their understanding of the impact of trauma on the developing brain, presenting behaviours and resulting strategies to assist the child to heal and develop adaptive responses.
* Support and assist the carer to deal with any emerging issues (e.g. relationship difficulties family conflict, behavioural).
* Support and assist the child to settle within the placement and respond to the child's developmental needs (e.g, health care, school, age appropriate activities).
* Assist with explaining to the child the reasons for the kinship care arrangement.
* Assist the kinship carer to manage contact arrangements with the child's family.
* Encourage and facilitate connections to culture
* Facilitation and coordination of a care team
* Practical support and/or material aid
* Information, advice and advocacy
* Referrals to other services
* Provision of case management as per DHHS case contracting arrangements
* Provision of on-call services to both kinship and out of home care placements.
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| **Community Development& Networking** | * Participate in community development by disseminating information to other agencies, community groups, local governments and other relevant services.
* To work cooperatively with other agencies in maintaining an effective service delivery system for clients, including regular attendance at relevant forums and local and regional meetings.
* To establish and maintain effective linkages with other services with a specific focus on linkages into integrated family services for further support for the kinship placement.
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| **Agency Participation** | * Participate in regular supervision, review and individual planning.
* Participate and operate effectively within a team environment and attend and contribute to team meetings and agency staff meetings.
* Commitment to continuous improvement including involvement in the ongoing evaluation and monitoring of both the program's and the agency's service delivery and contribute to future planning.
* Contribute to Quantum's policy processes in response to local, State and Commonwealth Government policy changes and reviews.
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| **Administration** | * Maintain requirements for the release of information between services and keep accurate records as required by the Information Privacy Act and other acts relating to information sharing. Maintain requirements in line with Legislation relating to information sharing for the FVISS & CISS as related to the MARAM framework.
* Compiling client reports on a monthly basis or as requested.
* Daily & monthly collection of data for both internal and external purposes.
* Completion of relevant forms in accordance with Quantum policies and procedures.
* Performing tasks such as filing and correspondence.
* Maintaining accurate records.
* Maintaining Case Files within the guidelines of the Quantum Service Delivery Manual.
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| **General** | * Perform other duties relevant to Quantum Support Services' daily operations as directed by the Supervisor and Quantum Support Services Line Management.
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| **Health and Safety** | * Promote a safe workplace for colleagues and clients in accordance with OH&S legislation and Equal Opportunity Practices in accordance with Quantum policies and procedures.
* Give consideration to and recommend reasonable wellbeing initiatives that could benefit Quantum Staff.
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| **Key Selection Criteria** |
|  | **Service Delivery**1. Demonstrated understanding of Child Protection matters and legislation relevant to the Out of Home Care space, specifically Kinship Care.
2. Demonstrated understanding of the unique support requirements of a Kinship Care placement compared to other Out of Home Care settings.
3. A demonstrated knowledge and understanding of issues surrounding the out-of-home care and family services system and the available resources and services in Gippsland.
4. Demonstrated understanding of trauma informed practice and how this applies specifically to children, youth and families involved in kinship care
5. Demonstrated ability to communicate effectively with adults, adolescents, children and sector representatives.
6. Experience in the provision of support to children, youth and their families with multiple and complex needs.
7. Skills in needs, risk and safety assessments of children, young people and their parents within the context of the Best Interest Framework.
8. Demonstrated ability to prepare written assessments which include analysis and recommendations.
9. Ability to demonstrate and genuinely promote Quantum's values
10. Commitment to collaborative multi-program and agency work practices.
11. Strong understanding of Child, Youth and Families Act 2015 and the Best Interest Principles Framework.
12. Proven track record in engaging hard to reach' families and assertive outreach.

**General** 1. Excellent literacy and computer skills.
2. Ability to work with minimal direction and supervision.
3. Excellent time management skills.
4. Enthusiasm, energy and interpersonal skills.
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| **Mandatory Qualifications** |  |
|  | * Minimum requirement of Diploma of Community Services or other relevant or appropriate tertiary qualifications and/or experience relevant to this position.
* Completed application must address the key selection criteria, include a current resume that contains or has attached, the name, address and telephone numbers of three referees.
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| **Desired** |  |

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| **Conditions of Employment** |
| **Required** | * Current Working with Children Check (full not voluntary)
* Current Victorian Police Check (with no findings)
* Compliance with Quantum’s Child Safe Standards
* The successful applicant must hold a valid Victorian Driver's Licence that is not at risk of cancellation.
* The successful applicant is required to comply with the policies of Quantum Support Services Inc.
* This position is subject to an annual Review.
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| **Acknowledgement**  |
| Please sign and date to acknowledge you have read and understood this position description. |
| **Name (employee)** |  | **Date:** |  |
| **Name (line-manager)** |  | **Date:** |  |

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| **Document Tracking** | **Version** | **Issue date** | **Review Date** |
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