

Position Description

Program or Function name:	Foster Care
Role Title:	Case Manager
Award Classification: (If relevant)	SCHCADS level 5
Primary Office Location:	Yarraville
Employment Status:	Contract
Reports to:	Team Leader Carer Support and Intake

OzChild

Founded in 1851, OzChild support vulnerable children and young people by providing healing, preventing abuse and neglect, and strengthening families.

It is our goal to see that all children and young people are safe, respected, and nurtured, and reach their full potential.

Child Safety

We are committed to protecting children and young people from all forms of abuse, bullying, exploitation and neglect, and to creating environments in all our programs and services where children are safe and feel safe.

We are committed to listening to children and addressing any concerns they raise with us. OzChild will treat all allegations of child abuse very seriously. We will report all allegations in compliance with incident reporting, mandatory reporting and reportable conduct requirements.

All OzChild People are required to support this commitment to child safety, and to behave appropriately towards children at all times.

Role Purpose Summary

The purpose of the position is to improve outcomes for children and young people by delivering services and program outcomes through the support, supervision, and development of clients in the Foster Care program.

The role develops and implements plans to deliver positive planned outcomes for vulnerable children or young people in foster care. The role works to deliver on the permanency objective to provide safe stable care for clients. The role represents the clients' voice and ensure the needs of the child are consistently met.

In doing so, the position will support the OzChild Way behaviours and accountabilities as follows:



- **We deliver evidence-based services:** Utilise your professional knowledge and skills to monitor, review, develop and maintain policy, procedure, practices and guidelines that supports the accurate and timely completion of processes and reporting to support our Service Delivery and Program Teams.
- **Our customers determine our success:** Support and continually develop and enhance networks within OzChild and the capability of our Service Delivery and Program Teams to support the effective delivery of high quality services to children and young people, their families and to carers/volunteers.
- **We deliver innovative solutions:** Engage others in the development of functional plans, tactics and activities to support innovation in services and achieve the desired outcomes articulated in the OzChild Strategic Plan.
- **We set each other up for success:** Support collaboration with internal and external stakeholders and directly support your team and the Service Delivery and Program Teams by providing the necessary guidance, development, and tools for people to achieve success in their roles.
- **I learn, adapt, grow, and embrace my cultural competence:** Demonstrate a willingness and energy for personal learning, adapt to and embrace change, and develop your cultural competence.

Position Specific Responsibilities

Deliver Service Outcomes

- Deliver quality, effective and efficient program services consistent with customer requirements, the OzChild Strategy and OzChild Way.
- Maintain focus on achievement of outcomes for Children, Young People and Families through:
 - Supervision and provision of positive support for clients, and
 - Partnering with other foster care program teams to deliver consistent and quality support to families.

Client, carer and family care and development

- Inform development priorities and curriculum through assessment of trends in client/carer/family needs and performance through oversight of focussed needs assessments and care plan outcomes; monthly and annual reviews; and analysis and maintenance of up-to-date records and case management notes.

Case Management

- Develop and implement plans to deliver outcomes for the client through addressing seven dimensions of child development to set the client up for success.
- Complete the minimum monthly face to face assessment visits and Care of Placement Plans and utilise these assessments to inform client outcomes.
- Maintain required case note recording in accordance with program requirements.
- Ensure compliance with Case Plan Progress Reports and their completion as per DHHS and program requirements.
- Complete LAC Assessments and Planning Framework to ensure compliance requirements are met.
- Optimise the potential of the child returning home with birth family through the development of improved relationships managed through safe, supported contact.



Intake

- Manage streamlined and efficient intake and placement of new clients ensuring a positive client / carer experience.
- Manage relationship with government and other related agencies involved in the Intake process.

Collaborate with others

- Build operational partnerships with the other teams to enable strong working relationships and facilitate issues resolution.
- Maintain strong communication with carer supervisors, team leaders and other foster care teams to ensure positive and professional processes are in place.
- Develop and maintain relationships to ensure the delivery of planned outcomes for the child.

Manage risk and quality of care

- Ensure Risk Management and Quality of Care processes are in place and managed across all service delivery, including management of incidents consistent with external and internal policy and procedural requirements and a focus on customer and client outcomes.
- Mitigate risk and streamline delivery of quality response through:
 - Implementation of Incident management processes:
 - identification and addressing trends and advocating for change.

Deliver and ensure quality and compliance

- Demonstrate accountability for adherence to the principles, policies and processes inherent in internal and external quality, safety and governance framework.
- Implement relevant quality systems and processes to facilitate continuous improvement, compliance and alignment to OzChild processes.
- Drive the provision of a safe and respectful workplace.

Drive improvement and operational efficiency

- Initiate and implement continuous improvement in program practice through analysis of outcomes, evaluation and learning from interactions and incidents; and analysis of client/customer feedback to identify process, productivity and efficiency opportunities.
- Escalate recommendations for improvement to leadership team for further analysis.

Key Job Relationships

Internal

- Children, young people and their families
- Foster Carers

External

- Clients and families
- DFFH Placement Coordination Unit



- Case Management teams
- Intake team
- Foster Care Association Victoria
- Other Community welfare organisations
- Families

Qualifications

Essential

- A degree qualification in social work or equivalent that is recognised in Australia.

Screening and Licences

- OzChild conduct interviews, reference checks and ensure the completion of satisfactory safety screening including National / International Police Check and Working with Children Checks relevant to the State or Territory that employment and undertaking of position occurs.
- Must be able to drive, provide and maintain a valid Drivers' Licence and have access to reliable transportation.

Skills and Experience

- Problem solving and developing solutions to meet customer needs.
- Applying policy and procedure to decision making.
- Experience of complex case management and working with children, young people and their families.
- Demonstrated success in delivering outcomes in a client focussed program.
- Teamwork.
- Building positive and productive professional relationships.
- Strong written and verbal communication.
- Attention to detail.
- Solid professional judgement.
- Application of theoretical frameworks relevant to children in alternative care.
- Knowledge and application of child protection legislation and practices for children at risk.
- Demonstrated achievement of outcomes through advocacy on behalf of those in need.
- Application of assessment skills.
- Demonstrated capability in conflict resolution, influence and negotiation skills.

Mandatory Training

All employees of OzChild are required to complete Mandatory Training and Program Specific training upon commencement of employment and complete refresher training as required.

Organisational Responsibilities

- Demonstrated ability to work as part of, and contribute to, a person-centred team.
- Facilitate good working relationships with all services of OzChild, the clients, their families and other people significant to the client.



- Undertake all interactions with clients, families and co-workers in a culturally sensitive manner and take appropriate account of cultural and linguistic diversity.
- Attend client, employees related meetings, workshops, conferences and training as required.
- Ensure privacy and confidentiality are upheld at all times.
- Be familiar and comply with OzChild policies, procedures and other work instructions as updated from time to time.
- Represent OzChild and our services in a positive manner at forums, meetings and training with external agencies.
- Assist in the development of continuous improvement and service accountability initiatives as needed.

OzChild People Responsibilities

- Ensure compliance with OzChild’s Code of Conduct, policies and procedures, and commitment to cultural awareness and child safety;
- Demonstrate commitment to diversity, respect differences and foster an environment and relationships that are safe, healthy, positive, supportive and free from all forms of harassment, bullying and discrimination;
- Participate in and complete all mandatory training, and participate in other training and development opportunities to ensure they have the necessary qualifications, skills, certificates and clearances to meet the requirements of their position;
- Embrace and utilise technology and new ways of working to enhance collaboration, effectiveness and outcomes;
- Ensure the safety and well-being of self and other;
- Work together as a team and encourage and support others within their team;
- Speak up, and making it clear when behaviour is unacceptable;
- Support those who are affected by breaches of policy or procedure and encouraging them to take action;
- Raise concerns and or complaints in a constructive manner, including identifying possible solutions.

Safety and Wellbeing Responsibilities

- Assume accountability for safety and wellbeing for self and others;
- Undertake all duties safely and in accordance with applicable policy, procedures and processes;
- Participate in safety and wellbeing consultative forums and contribute ideas to improving safety and wellbeing;
- Where appropriate, participate in workplace safety and wellbeing training, programs and initiatives;
- Report all work health and safety breaches, hazards and incidents, and assist with actions to reduce and eliminate risks.;
- Report any work related or non-work related injury or illness;
- Support return to work programs to facilitate safe and durable return to work for OzChild People, where possible, for both work related and non-work related Health Condition/s.



Responsibilities stated herein reflect the primary functions of this job and should not be construed as an exhaustive list of duties. They may vary or be amended from time to time without changing the roles level of responsibility.

I have read and understood the position description.

Team Member Name:

Team Member Signature:

Date:

[Click here to enter a date.](#)

