

## POSITION DESCRIPTION

**Title:** Case Manager, Permanency Support Program - Foster Care and Kinship Care

**Enterprise Agreement:** Community Sector Multiple Enterprise Agreement 2009

**Classification:** Community Service Worker Level 3

**Usual hours of work:** Full-time (76 hours)

**Position Objective:**

To be responsible for all aspects of case management responsibilities in ensuring the safety, wellbeing and positive permanency outcomes for young people within the Permanency Support Program (PSP) formerly known as the Out of Home Care service.

**Role Description:**

The Case Manager will hold a caseload of children and young people who are in statutory care and will work in a therapeutic and collaborative manner with children, young people, their families, carers and the care team to continually assess, develop, implement and review the planning for each child or young person to reach their potential.

The Case Manager will use an integrated service delivery model, which incorporates the Sanctuary Model framework. The Case Manager will work from culturally informed trauma practices for use when working with Aboriginal children and families.

**Primary Responsibilities:****Values, Sanctuary and Culturally Inclusive Practice**

- Work in alignment with the Sanctuary Model Pillars, Anglicare's Values, and Anglicare's Code of Conduct.
- Commit to training in the trauma informed Sanctuary Model and implementing this model of care in day to day work with young people and all members of their Care Team.
- Collaborate with Aboriginal extended families in the care of their children, including the joint development, implementation and regular review of cultural care plans.
- Advocate for the needs of Aboriginal young people and extended families in care.
- Maintain respectful relationships with stakeholders, government departments and the community to provide an integrated approach to service delivery.

**Supporting our children and young people and their carers**

- Develop and implement Case Plans for children and young people in collaboration with their parents, family, kin, carers and care team that encompasses all domains of their care including permanency planning.
- Monitor the physical, emotional, cultural, psychological and ethical safety of children and young people within the PSP (OOHC).
- Work closely with the child or young person to act as an advocate and ensure their voice is captured in all case planning considerations.
- Work respectfully with parents, families and kin to ensure their robust engagement in planning processes and achievement of placement goals for their children and young people.

**Administration, Supervision and Record keeping**

- To keep accurate records, files and reporting requirements in a consistent and clear manner that meet all legislative requirements and regulations relating to PSP (OOHC) Standards, Policies and Procedures.
- Support foster and kinship carers in their roles by providing minimum monthly support and supervision as well as ensuring their ongoing training and development needs are recognised and addressed in collaboration with Anglicare's Carer Support Team.
- Timely input to our client management databases to ensure compliance with standards and legislation.
- Actively engage and participate in monthly Sanctuary supervision with your line manager.
- Work in accordance with Anglicare's overarching operational priorities and relevant policies and procedures.
- Commitment to training and participating in professional development activities.
- Participate in rostered After Hours on-call duties.
- In addition to these responsibilities and duties you are expected to undertake other responsibilities and duties as may from time to time be assigned by Anglicare.

**Qualifications:**

- Relevant tertiary qualification (minimum Diploma) in community services or related field.

<b>Key skills and experience:</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in working with and supporting vulnerable children and their families or carers including those from an Aboriginal or culturally and Linguistically Diverse background.</li> <li>• Demonstrated theoretical understanding and practice skills related to the needs of vulnerable children, young people and their families including working in a trauma informed way.</li> <li>• Demonstrated skill in use of self-initiative, organisational and time management skills.</li> <li>• High-level verbal and written communication skills.</li> <li>• Well-developed computer literacy skills including word processing and excel.</li> <li>• Ability to take direction and work collaboratively within a team.</li> <li>• Ability to work under pressure and complete required tasks in a timely fashion</li> </ul>
<b>Key knowledge areas:</b>	<ul style="list-style-type: none"> <li>• NSW Children and Young Persons (Care and Protection) Act 1998 and Regulation 2012.</li> <li>• NSW Child Safe Standards for Permanent Care.</li> <li>• Knowledge of inter-generational trauma and its impact on Aboriginal people, families and communities.</li> <li>• Demonstrated knowledge Aboriginal culture.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in case management or supporting clients through case management.</li> <li>• Practical experience working in foster care/out of home care</li> <li>• Experience and commitment to working in culturally safe ways with Aboriginal children, young people their families and communities</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• This role may involve travel to our regional communities. A current Australian driver's licence is essential.</li> <li>• This role requires the successful applicant to work remotely and autonomously at times. Your work ethic, honesty and reliability will be your greatest assets through these periods.</li> <li>• NSW WWC Check</li> </ul>
<b>Reports to:</b>	PSP Manager
<b>Direct reports:</b>	N/A