
About Us

Anglicare Victoria works with children, young people, individuals, and families. We prevent harm and empower people to overcome challenges and achieve their full potential.

We believe in families and know that with access to the right support every family can grow and achieve their goals.

We work with families towards positive change. Whether it be a helping hand in a time of crisis or providing longer-term support and care. We partner with local communities, the private and public sectors, and our donors to deliver better results.

Supporting tens of thousands of Victorians every year, our 2000+ staff and volunteers operate from more than 90 sites across the state, as well as delivering assistance online, at home and in the community. We are Victoria's largest provider of Out of Home Care and Family Services, and one of Australia's most innovative agencies in working with vulnerable children youth and families.

Out of Home Care

As the state's leading provider of out-of-home care services for children and young people aged 0-18, we provide support to children and young people unable to live with their families, and ensure they are safe and nurtured in their out of home care placements. AV provides a full continuum of out of home care services, including foster, kinship and permanent care, and specialized models such as therapeutic foster care and the Loddon Care Hub. Components of the service include recruitment, assessment, and support of caregivers, working with the families of children in placement to support reunification and ongoing family connection, grief and loss work, case management and fulfilling statutory obligations. We support more than 1500 children and young people in care each year. We also aim to support the reunification of families and to keep children connected to their parents, community, and identity. Our programs are developed to improve the outcomes for children and young people, as well as the delivery of support through place based and community support, strengthening connection to community supports for the child, young person and their family, in addition to supervision and development of carers.

Position Specifications

The below outlines some specifics about the position:

Service Stream/Function:	Out of Home Care
Program:	Out of Home Care
Reports To:	Team Leader
Direct Reports:	May supervise students
Internal Stakeholders:	All relevant stakeholders to enable continual improvement to the design and implementation of our service delivery model.
External Stakeholders:	Clients, DFFH, Partnership Organisations, Funding Bodies, Carers, Potential Carers, Local Community
Classification:	SCHADS Level 5

About You (Key Selection Criteria)

Qualifications/Licences

Required:

- Diploma of Community Services, Youth Services or similar.
- Full Victorian Drivers Licence.

Desirable:

- A relevant tertiary qualification in Social Work, Psychology, Youth Work and/or related behavioural sciences at degree level.
- Shared Lives and Step by Step Certification.

Knowledge and skills

- Demonstrated understanding of the Department of Families, Fairness and Housing (DFFH) with a particular emphasis on the Child Protection function and legislation with the ability to develop strong working relationships within the protective services field.
- Demonstrated ability to conduct comprehensive safety and wellbeing assessments and work within the Best Interest Principles 'as outlined within the Children, Youth and Families Act 2005.
- Understanding underlying theories and frameworks e.g., trauma, development and attachment.
- Experience in providing assessment, support, and case management within family circumstances in respect to out of home care.
- Ability to effectively manage caseloads through effective time management, with the ability to work under general supervision while being a team player in the support of others and the delivery of overall program outcomes.
- Demonstrated ability to devise, utilise and implement a range of casework and assessment intervention strategies.
- Ability to support children, families and carers in the out of home care system with focus on empowering and protecting.
- Understanding the community's cultural diversity and ability to practice with cultural competency and safety.
- Demonstrated ability to communicate, advocate, negotiate and engage effectively with a range of people, including clients, caregivers, parents and stakeholders both written and verbal.
- Demonstrated ability to work under pressure, manage competing demands and respond/support a client and carer in a crisis situation.

Personal Qualities

- **Teamwork and collaboration:** ability to support and promote a positive team culture of collaboration, inclusiveness and respect.
- **Resilience:** the ability to maintain best practice while working under challenging circumstances such as working with those exposed to significant trauma.
- **Initiative and accountability:** be proactive and self-starting, seize opportunities and act upon them, take responsibility for own actions.
- **Initiative and responsibility:** identify and share ideas for improvement with the team to increase effectiveness of how we work collectively and individually and take responsibility for own work and actions.
- **Self-Development:** the desire to continually develop, inquire and learn through on the job experiences, exposure through participating in events, mentoring and education.
- **Drive and commitment:** ability to lead with best practice and set a high standard; motivated and positive approach to new challenges.

Your Contribution (responsibilities)

The key contributions in the role are outlined below:

Role specific

- Ensure the effective management of referrals and the undertaking of placement matching.
- Provide support to newly established kinship or foster care in the context of reunification over a short-term duration to reduce the need for long term care placements.
- Facilitating contact with the child/young person's family/extended family/community to support reunification of children with their families wherever possible.
- Undertaking comprehensive risk assessments in relation to the children and young people and their environments in order to prioritise client safety.
- Work as part of the multi-disciplinary care team to support reunification for child/ren or young people to parental care or alternative longer term care arrangements.
- Provide day to day placement support for children/young people and their caregivers and families through regular phone calls, home visits and meetings for the scope of the Program.
- Provide quality interventions and services (including outside of normal business hours) that focus on outcomes to families experiencing vulnerability and the safety and wellbeing of children.
- Ensure that children's and young people's physical, emotional and social needs are met whilst residing in care, through collaborative planning processes, and engagement in regular/weekly Care Teams.
- Develop good working relationships and work within a collaborative care team approach with partners including Aboriginal services to ensure cultural safety in our practice, strengthening outcomes for aboriginal children and young people.
- Contribute to the development and maintenance of a learning environment and cohesive multi-disciplinary team across the partnership arrangement through staff meetings, team meetings, development, supervision and reflective practice.
- Maintaining accurate and up to date file notes and provide other reports in relation to support and placements where necessary, such as court reports, post placement reports, accreditation records (police checks, annual reviews, Working with Children Check etc.) and Best Interest Plans and ensure compliance for all care types are adhered too.
- Fulfilling program agency, program and/or funding obligations in relation to; caseload requirements, targets, case recording, data collection and maintain database systems in line with organisational requirements and government Regulations.
- Providing day to day support to less experienced employees and support student placements through mentoring or taking on a student supervisor role as part of building capability.

General

- Ensure familiarity and compliance with all governance, policies and procedures.
- Adhere to all legislation, program requirements and relevant procedures relating to service provision.
- Undertake mandatory training within the required timelines. Participate in other training and development opportunities to ensure all necessary qualifications, skills, certificates and clearances are obtained to meet the position requirements.
- Maintain appropriate and accurate case notes, records, reports and data-input, in line with the service area and function/position requirements.
- Attend client meetings, team meetings, workshops and conferences, as required.
- Ensure privacy and confidentiality is upheld at all times.
- Professionally represent AV and our services at forums, meetings and training with external agencies.
- Contribute to the development of continuous improvement and initiative strategies.

Position Title: Out of Home Care (OOHC) Key Practitioner

Position Number/Version: OOHC E AW5 122023 V1.0

Approver: Director Operations

Date: December 2023

- Embrace and utilise new ways of working to enhance collaboration, effectiveness and outcomes.
- Individuals may be required to undertake reasonable travel, as part of their position or duties.

Our Commitment to Health, Safety & Wellbeing

AV is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

All AV employees, contractors and volunteers are required to:

- take reasonable care for themselves and others who may be affected by their acts or omissions
- contribute to, and be involved in, the organisation's ongoing management of health and safety activities, including consultation
- follow all workplace health and safety policies and procedures implemented
- participate in relevant health and safety training and inductions based on roles and responsibilities.

Our Commitment to Inclusion

AV strives to be an inclusive, safe and responsive organisation that promotes diversity and actively supports inclusion for people and communities identifying as, but not limited to Aboriginal and Torres Strait Islander, LGBTIQA+, people with disabilities, people from diverse cultural, racial and linguistic backgrounds, people of all ages, people with caring responsibilities, and people with diverse religious beliefs or affiliations and people with lived/living experience of services similar to those delivered by AV.

All AV employees, contractors and volunteers are required to:

- take reasonable care to respect differences, to foster a workplace that is safe, healthy, positive, supportive, and free from all forms of harassment, bullying and discrimination.
- undertake all interactions with clients, families and co-workers in a culturally sensitive manner and take appropriate account of cultural, racial and linguistic diversity.
- address any unacceptable behaviour witnessed or experienced within the workplace directly with the individual/s responsible, if safe to do so or report to a relevant Supervisor or Manager.
- participate in and contribute to training, events and learning opportunities to celebrate differences, increase awareness and understanding of diversity, equity, and inclusion; and
- raise concerns and or complaints in a constructive manner, including identifying possible solutions.

Our Commitment to Child Safety

AV is committed to protecting children and young people from all forms of harm and abuse.

As an employee you are required to report any concerns raised by, or on behalf of, children and young people in accordance with mandatory reporting, reportable conduct, and incident management procedures. Everyone at AV has a role to play in keeping children and young people safe.

Employment Screening and Required Certificates

Anglicare Victoria conducts safety screening practices for all preferred applicants. Safety screening must be satisfied prior to formal offers of employment being made and must be kept current to ensure ongoing employment. These include but are not limited to:

- an Australian Criminal History Check,

- an International Criminal History Check for those who have lived outside of Australia for longer than 12 months within the last ten years,
- a Current Employee Working with Children Check,

The responsibilities listed within this document have been identified as the primary functions of the position. Additional responsibilities not listed may be required; these may change from time to time to reflect the needs of our clients and the service but will remain at the same level of responsibility aligned to this position.