

Position Description

Title	Kinship First Supports & Contracted Case Manager
Business unit	Children, Youth & Families
Location	126 Raymond Street, Sale
Employment type	Part Time 0.8 FTE (30.4 hours per week)- Ongoing
Reports to	Senior Kinship Case Contracting and First Supports Case Manager

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We have been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We are there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

This position will be responsible for working within the Kinship Case Contracting and First Supports model of care. Kinship First Supports is available to new statutory kinship care placements expected to last longer than three months. First Supports includes timely comprehensive assessment, identification of needs, access to family services, and flexible brokerage up to \$1,000 to assist in the establishment of placements. Kinship case contracting responsibility is also allocated to clients residing in stable kinship placements and the case manager will hold a mixed case load of case contracting and First Supports.

The main objectives of the 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
- Undertake all case contracting responsibilities where clients are contracted to Uniting

2. Scope

Position Description

Kinship Case Contracting and First Supports Case Manager

Budget: nil

People: nil

3. Relationships

Internal

- Uniting employees / volunteers

External

- Clients and their families / Kinship Carers
 - Child Protection
 - Government Funding Bodies
 - Other Community Service Organisations as required
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4. Key responsibility areas

Service delivery

- Identify any risk factors within the kinship household
- Make an informed decision about the potential strengths and weaknesses of the placement
- 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 maintenance of the Placement
- Identify any necessary supports to enable the success of the placement
- Identify the needs of the child and assess whether a higher care allowance level may be required and a special negotiated adjustment request made
- Complete a family genogram (where required)
- Assist the kinship carer to adjust to having a child (or another child) in their home and to manage any emerging issues (e.g. relationship difficulties or family conflict)
- 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
- Facilitate a care team
- Provide practical support and/or material aid
- Provide information, advice and advocacy, and referrals to other services

Administration and finance

- Record all brokerage expenditure by providing itemised details for each item purchased per kinship care household, with funds to be acquitted at the end of the financial year
- Contribute to accurate monthly reporting to DFFH

People and teams

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Develop and maintain effective relationships with key stakeholders including clients, families, community service organisations, relevant professionals and government officials

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant

Position Description

Kinship Case Contracting and First Supports Case Manager

- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us
- Ensure appropriate use of resources
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace
- Identify opportunities to integrate and work collaboratively across teams
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required)
- Promote a positive safety culture by contributing to health and safety consultation and communication
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

5. Person specification

Qualifications

- Post-secondary qualifications in Social Work / Welfare or related field
- Current Australian Driver's Licence

Experience

- A demonstrated knowledge and understanding of issues surrounding the out-of-home care system / family services and the available resources and services in Gippsland
- Demonstrated ability to communicate effectively with adults, adolescents, children and sector representatives
- Experience in the provision of support to children, youth and their families with multiple and complex needs
- Strong skills in needs, risk and safety assessments of children, young people and their parents within the context of the Best Interest Framework

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Child Safety:** demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect
- **Respectful interactions:** respect the uniqueness and value of every individual; establish and maintain right relationships that enable people to be influential in their own support arrangement and ensure they are treated with dignity and respect; build on strengths and abilities of all; demonstrate transparency and accountability
- **Consumer centeredness:** foster, promote and implement a culture that keeps consumers at the centre of everything we do; demonstrate an awareness of and prioritise the needs of consumers; focus on optimal outcomes for consumers
- **Stakeholder relationships:** strong negotiation and influencing skills; ability to engage, build and maintain strong, mutually beneficial relationships with stakeholders; track record of being able to sustain positive, collaborative and effective relationships; capacity to position Uniting as a trusted advisor to peak bodies and key stakeholders in the sector including government and funding bodies; promote harmony and consensus through diplomatic handling of disagreements; build trust through consistent actions, values and communication

Position Description

Kinship Case Contracting and First Supports Case Manager

- **Communication:** strong and clear communication skills with the ability to build positive professional relationships with key internal and external stakeholders; excellent interpersonal skills; high level written and verbal communication skills; ability to conduct presentations; ability to prepare high quality business cases and reports
- **Administrative skills:** excellent organisational skills; high level of attention to detail and accuracy; experience in handling sensitive information and maintaining privacy; knowledge of Client Management Systems / Databases or the ability to quickly develop competency in use of such systems; high level computer literacy skills including demonstrated experience in Microsoft Office; well-developed literacy and numeracy skills

Other requirements

- Legal eligibility to work in Australia
- A national police records check is repeated every three years

6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working with Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking. It is a condition of employment that all eligible workforce receive the COVID-19 vaccination and supporting evidence may be requested in order to perform duties at any of Uniting's workplaces.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

7. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: