



<b>POSITION TITLE:</b>	<b>Case Support Worker – Foster Care</b>
<b>POSITION NUMBER:</b>	<b>CS032</b>
<b>POSITION LOCATION:</b>	<b>Warrnambool, Portland and Hamilton</b>
<b>CLASSIFICATION:</b>	<b>SCHADS Level 2 (PayPoint will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)</b>
<b>TEAM /DIVISION:</b>	<b>Foster Care Team – Out of Home Care Services Division</b>
<b>EMPLOYMENT CHECKS:</b>	<b>Current National Police Check, Working with Children Check and DWES List Check.</b>

## OUR ORGANISATION

Brophy Family and Youth Services is a quality accredited Child Safe, not for profit organisation, with a community based Board of Directors. Our service provides a wide range of family, youth and children services across South West Victoria. We are a multi – site organisation, and employees may be required to work at any of our sites. These sites are based in Warrnambool, Portland, Hamilton and Colac.

Brophy Family and Youth Services actively values and promotes diversity in our community and affirms our commitment to always be inclusive and respectful to all, regardless of gender, age, race, sex, sexual orientation, religion, level of ability, cultural or language background. We welcome people who are LGBTIQ+ (lesbian, gay, bisexual, transgender, gender diverse, intersex, queer, plus other sexual minority identities), and are accredited under the Rainbow Tick Standards for LGBTI inclusive practice.

Our values are: Social justice, Professionalism, Empowerment, Responsiveness and Partnership.

## DIVISION AND PROGRAM OVERVIEW

The Out of Home Care Services Division incorporates the Out of Home Care Services of Kinship and Foster Care, which also includes the Residential Care Team and the programs associated with this.

The Division's purpose is to build the capacity of vulnerable children, youth and their families to enable them to self- manage and be the best they can be

## PRIMARY PURPOSE OF ROLE

The Case Support Worker – Foster Care is required to assist placement workers with practical, social and recreational activities for children and young people in out of home care - for example transport or activities for school non-attending children. The Case Support Workers will also provide 1:1 support & mentoring to foster care clients on Targeted care packages (TCP). This can be ongoing or non-ongoing activities

**There may be occasions where overnight stays requiring sleepovers with a client will occur, the worker will be the sole worker on, unless otherwise stipulated to address client safety needs. This is most likely to occur for support of TCP packages.**

The Case Support Worker – Foster Care is required to develop trusting and supportive relationships with young people who maybe leaving home for the first time, or at risk of being homeless, and have an understanding of the issues being faced, whilst maintaining high levels of confidentiality and professionalism & utilising trauma informed care practices

## **ORGANISATIONAL RESPONSIBILITIES AND ACCOUNTABILITIES**

This position can operate out of all Brophy regional sites and is responsible primarily to the placement worker, Residential Care Team Leader and the Manager – Foster Care. The Case Support Worker – Foster Care is required to work as part of a team as well as independently. As a result, this role requires the ability to make sound decisions, in some instances in crisis or stressful situations, whilst maintaining confidential and professional boundaries.

## **REPORTS TO**

The position reports to and is supervised by the Residential Care Team Leader and the Manager – Foster Care.

## **KEY RESPONSIBILITIES**

- Contribute, under the direction of placement workers, to the effective management of children and young people's cases.
- Engage in and maintain positive relationships with children and young people who are in out of home care.
- Contribute to the provision of culturally appropriate activities, particularly in relation to Aboriginal children and young people.
- Assist in the development and implementation of programs and group activities that enhance the lives of children and young people under the care of the Department.
- Ensure the safety and well-being of children and young people whilst engaged in activities.
- Provide a case management support service such as client transportation and recreational activities.
- Some out of hours work, including on the weekend and overnight stays, maybe be required.
- This role involves working with clients in their homes or other locations away from the office.
- The role can involve close physical contact with children and young people, and involves lifting, changing, feeding and ensuring their general safety.
- Ensure you have access to and comply with legislation, standards, policies, practices and procedures relevant to the program area.
- Ensure a professional standard of care and service provision according to the philosophy of Brophy Family and Youth Services.
- Develop and maintain effective working relationships with a broad range of stakeholders and services, across a variety of sectors to ensure an integrated and collaborative approach that supports positive client outcomes.
- Demonstrate an awareness and practice in response to the diverse needs of clients.
- Demonstrate an understanding of rural communities and the issues they face.

- Take responsibility for accurate, confidential and timely case-noting, financial and record keeping, filing and general maintenance of client information, in accordance with relevant program and agency requirements and standards.
- Ensure all relevant policies and procedures are implemented and adhered to, including the complaints handling procedures and methods for responding to critical incidents.
- Keep in regular contact with line managers and address communication in a timely manner.

## GENERAL RESPONSIBILITIES

- Adhere to Brophy's Employee Code of Conduct, and internal policies and procedures.
- Actively participate in all required supervision, annual performance management process, professional development and training activities.
- Participate in and contribute to Brophy Family and Youth Services quality improvement process and other activities to meet service and accreditation standards.
- Participate and contribute to the culture of a Learning Organisation environment.
- Maintain a healthy and safe work environment including supporting the monitoring and management of risk and WHS systems, identifying and reporting as required.
- Participation in the development of consumer's participation activities within your program and Brophy.
- Demonstrate and commit to Brophy's organisational values and model these on a daily basis.

This position description describes in general terms the requirements for this position to operate on a normal day to day basis. However, these duties maybe amended or varied from time to time, within the normal capacity of the role without changing the level of responsibility.

## KEY SELECTION CRITERIA

### Qualifications:

#### For day shifts only-

- A minimum qualification of a Certificate III in Community Services or equivalent (Qualifications must be approved by recognised professional bodies: ie. AASW, Community Services Council, APS etc.)
- A current Drivers Licence.

#### For all overnight shifts -

- A minimum qualification of a Certificate IV in Child, Youth and Family Intervention (Residential and out of home care), including a mandatory trauma unit of competency; or
- A qualification of a sector recognised and accredited Diploma in Community Welfare Work or equivalent. (Qualifications must be approved by recognised professional bodies: ie. AASW, Community Services Council, APS etc.), plus the completion of mandatory units; *Work effectively in trauma informed care (CHCMHS007)*, *Work with children and young people with complex trauma and attachment issues and needs (CHCPRT010)*, *Provide primary residential care (CHCPRT009)* and *Facilitate responsible behaviour (CHCCCS009)*.
- A current Drivers Licence.

### Experience, Skills and Abilities

The successful candidate will have the best combination of the following characteristics:

- Demonstrated knowledge and understanding of the appropriate legislation, case management practice, and the ability to adhere to policy and procedures.

- Excellent communication, time management and interpersonal skills including the ability to demonstrate experience in liaising with a diverse range of clients.
- Ability to maintain positive, effective working relationships with colleagues, peers, and relevant stakeholders in a wide range of government, business and community organisations.
- Ability to use Microsoft office suite of products, along with experience in electronic databases and case file noting.

**AUTHORISED BY**

NAME: Francis Broekman  
POSITION: Chief Executive Officer  
DATE: December 2020

**ACCEPTED BY INCUMBENT**

NAME: \_\_\_\_\_  
SIGNED: \_\_\_\_\_  
DATE: \_\_\_/\_\_\_/\_\_\_