



<b>POSITION TITLE:</b>	<b>Kinship Care Practitioner</b>
<b>POSITION NUMBER:</b>	<b>CS024</b>
<b>POSITION LOCATION:</b>	<b>Warrnambool</b>
<b>CLASSIFICATION:</b>	<b>SCHADS Level 3-4</b> <b>(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>Kinship Care – Child and Family Services Division</b>
<b>EMPLOYMENT CHECKS:</b>	<b>Current National Police Check and Working with Children 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 of Brophy looks after children and young people when a family needs support, in cases of family conflict or if there is a significant risk of harm or abuse in the family home. A number of key frameworks and models are used by the division's enthusiastic and skilled staff to achieve this purpose. These include but are not limited to: Gender and Trauma Informed practice, Advantaged Thinking, Motivational Interviewing and task focussed interventions.

The Kinship Care program is care provided by relatives or a member of a child's social network when a child cannot live with their parents. Statutory kinship placements, this is when a Child Protection intervention has occurred and a decision has been made to place a child with relatives or a significant friend, and may also involve an order made by the Children's Court. Other care arrangements include private kinship care (sometimes called "informal" or "non-statutory" Kinship Care) is the term used in this brief for those arrangements where children are cared for by relatives without any Child Protection intervention.

The Kinship Care service objectives are:

- To enhance and build on the available informal and formal family and community supports for children living in kinship family arrangements.
- To assist extended family networks to provide the best possible kinship care arrangements for children unable to live with their own parents with the minimum level of professional intervention from the formal service system.
- To assist with the establishment, monitoring and support of the kinship care placements arranged for the most vulnerable children as a result of child protection involvement to ensure that they meet each child's ongoing safety, stability and developmental needs.

These objectives are achieved through three service components.

- Kinship advice and information service
- Kinship family service
- Kinship placement support and assessment service

## **PRIMARY PURPOSE OF ROLE**

The Kinship Care Practitioner is responsible for the provision of case management of children and young people up to the age of 17 years who are living with a kinship family. This role looks after children and young people when a family needs support, in cases of family conflict, if there is a significant risk of harm or abuse or assist the child/ young person and kinship family to adjust to the changes within the kinship home environment. This position requires the ability to establish and maintain excellent working relationships with other agencies, community groups, kinship family, extended family and parents to help achieve successful outcomes that support the child, their family and the broader community.

This position is also required to provide support services to help the children and young people to cope with their experiences and assist their families to deal with the issues that led to the placement of their child. This includes support and supervision of volunteer care givers. This requires the understanding and application of a number of service frameworks including: the Best Interest and Looking After children frameworks, developmental theory, attachment and trauma theory, solution focussed and task centred models and mediation.

The Kinship Care Practitioner is required to develop trusting and supportive relationships with children, young people, families and their care givers, having an understanding of the issues being faced. The ability to advocate and provide excellent customer service to this client group is also required, whilst being able to develop innovative and flexible solutions to deliver the Kinship Care program.

In this role, the incumbent is expected to have a sound knowledge of the principles and processes of relevant legislation pertaining to children, young people and their families.

This position is required to establish appropriate community contacts, develop and maintain professional working relationships with a broad range of stakeholders and funding partners in the provision of the program's services to achieve improved outcomes for clients.

## ORGANISATIONAL RESPONSIBILITIES AND ACCOUNTABILITIES

The Kinship Care Practitioner will establish appropriate community contacts and develop and maintain working relationships with a broad range of stakeholders in the provision of case management services towards achieving outcomes for children and their families.

A commitment to provide excellent customer service to a diverse range of clients across a number of issues is required, along with the ability to negotiate, consult and liaise with industry professionals is key to this role.

The role requires the ability to make sound decisions, in some instances in crisis or stressful situations, whilst maintain confidential and professional boundaries. The role is required to work autonomously and as part of a team, maintain accurate records, expected to actively participate in and contribute to program service planning, along with all annual improvement activities to achieve organisational outcomes.

## REPORTS TO

The position reports to and is supervised by the Manager – Kinship Care.

## KEY RESPONSIBILITIES

### Personal and Professional

- Demonstrate a commitment to ongoing skill development and training relevant to the role both personally and professionally.
- Participate in supervision, secondary consultation within scope of practice and professional development as negotiated with Line Manager.
- Participate actively in team meetings, team planning days and agency activities to ensure an integrated approach to service delivery.
- Participate in all core training designated by the Community of Practice to ensure integrity of the agreed model of service delivery.

### Technical Skills

- Engage with children, young people and their families using a variety of engagement strategies such as assertive engagement, outreach, persistence and pacing
- Undertake care giver assessments and annual reviews as required.
- Support children, young people, their families and care givers utilising a variety of interventions and frameworks such as: the Best Interest and Looking After children frameworks, developmental theory, attachment and trauma theory, solution focussed and task centred models and mediation.
- Undertake case management including intake, assessment, case/care planning, case coordination, supported referrals, case reviews and case closure.
- Establish, facilitate and maintain care teams for children and young people in out of home care
- Facilitate, support and supervision access arrangement for children and young people
- Flexibility to respond to crisis' beyond business hours at times and participate in the Brophy Out of Home care afterhours on call service on a rotating basis.
- 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.

### Customer Service

- Promote the program's services and the Agency throughout the region.
- 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.

### Continuous Quality Improvement

- Seek regular consumer feedback regarding the effectiveness of the programs services as part of BFYS Clinical Governance Framework.
- Participate in program evaluation activities that promote advantaged thinking and contribute to improved outcomes for clients.
- Participate in and contribute to BFYS quality improvement processes and other activities to meet service and accreditation standards.

### Team Work and Communication

- Support a positive team approach across the program area, Agency and with other service providers and partners.
- Manage conflict and disputes in a professional manner and in accordance with Brophy policy and procedures.
- Undertake team intake duty as required.
- Promote effective team communication and development by working professionally and co-operatively with all stakeholders to achieve the Agency's objectives.
- Participate in the development of consumer participation activities within your team and Agency.
- Undertake other appropriate duties as directed by the Line Manager.

### Administration and Documentation

- Appropriately utilise and apply for program brokerage and placement support monies
- Be responsible for case management case contracting requirements such as best interest plans as required.
- Assist in the completion of placement and support funding application to the Department Of Health and Human Services.
- Take responsibility for accurate, confidential and timely case-noting, record keeping, filing and general maintenance of client information, in accordance with relevant program and agency requirements and standards.
- Ensure all relevant program planning, documentation; evaluation and reporting are completed in a timely and accurate manner.
- Ensure all relevant policies and procedures are implemented and adhered to, including the complaints handling procedures and methods for responding to critical incidents.

## **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
- 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:

- A minimum qualification of a sector recognised and accredited Bachelor of Social Work or Diploma in Community Welfare Work or equivalent. (Qualifications must be approved by recognised professional bodies: ie. AASW, Community Services Council, APS etc.)
- A current Drivers Licence.

### Experience, Skills and Abilities

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

- Demonstrate a sound understanding of issues confronting disadvantaged children, young people and their families, particularly clients involved with the child protection system and out of home care program.
- Demonstrate a working knowledge of case management, practice frameworks and models relevant to working in out of home care.
- Ability to make timely, sound decisions and assessments regarding children, youth and families, particularly under pressure.
- Demonstrated knowledge and understanding of the appropriate legislation, case management practice, and the ability to adhere to policy and procedures.
- Excellent communication 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: Donna Wynters  
 POSITION: Executive Manager – Child and Family Services.  
 DATE: September 2020

### ACCEPTED BY INCUMBENT

NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_