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| POSITION TITLE: | Home Based Care Practitioner |
| POSITION NUMBER: | OH040 |
| POSITION LOCATION: | Warrnambool |
| CLASSIFICATION: | SCHADS Level 3-4 (PayPoint will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award) |
| TEAM /DIVISION: | Home Based Care – Out of Home Care Division |
| EMPLOYMENT CHECKS: | National Police Check, NDIS Worker Screening Check and Working with Children Check, Volunteer and worker exclusion scheme |

OUR ORGANISATION

Brophy Family and Youth Services (Brophy) is a 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 and Hamilton.

Brophy values the safety of all children and young people and has zero tolerance for any form of child abuse or harm. We listen to and ensure the participation and empowerment of all children and young people.

The cultural safety of First Nations people is important to us. We seek to maintain a safe environment so the diverse and unique identities of First Nations people are respected and valued. At Brophy all will be supported to express their culture and enjoy their cultural rights. Brophy has a zero tolerance of racism and has an expectation that staff and volunteers will act on incidents of racism.

Brophy actively values and promotes diversity in our community and affirms our commitment to 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 LGBTIQA+ (lesbian, gay, bisexual, transgender, gender diverse, intersex, queer, plus other sexual minority identities), and are accredited under the Rainbow Tick Standards for LGBTIQA+ 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 Home Based Care team provide care services for 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.

The Home Based Care team provide services for children and young people across the Great South Coast. There are a number of service frameworks within this program including: the Best Interest and Looking after children frameworks, Therapeutic Crisis Intervention (TCI), developmental theory, attachment and trauma theory, solution focussed and task centred models and mediation.

PRIMARY PURPOSE OF ROLE

Working from a trauma-informed lens and actively embedding new learnings, the Home Based Care Practitioner will provide direct case management to children and young people in the Foster Care and Kinship Care programs as well as providing direct support and guidance to foster/kinship carers.

The role requires the understanding of relevant legislation and standards, risk and needs assessments and the application of a number of service frameworks including the Best Interest Case Practice Model, Looking After Children, TCI and Power to kids frameworks.

The position is required to develop trusting and supportive relationships with children, young people, families and their caregivers, and have an understanding of the issues being faced. 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 also requires the incumbent to have knowledge of trauma-informed care & ability to undertake or capacity to undertake further training as required specific to the program area.

ORGANISATIONAL RESPONSIBILITIES AND ACCOUNTABILITIES

The Home Based Care Practitioner will work in collaboration with the Home Based Care Team and will be a part of the broader Out of Home Care Division at Brophy.

Home Based Care Practitioners are required to 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.

The role is required to make sound decisions, in some instances in crisis or stressful situations, whilst maintaining confidential personal 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.

As this position regularly engages with other agencies, the Home Based Care Practitioner must be able to work collaboratively with others, maintain professionalism and actively promote Brophy Family and Youth Services to the region.

REPORTS TO

The position reports to and is supervised by the Team Leader – Home Based Care.

KEY RESPONSIBILITIES

Personal and Professional

- Embrace Brophy's commitment to child safety and wellbeing and demonstrate this through practice that reflects equity and inclusion, cultural safety and ensuring the safety and wellbeing of all children and young people.
- Provide case management mentoring and support to children and young people and carers in Home Based Care.

- Demonstrate a commitment to ongoing skill development and training relevant to the role both personally and professionally.
- Ensure compliance with the relevant program Service Standards and Brophy's clinical governance and quality frameworks.
- Engage in trauma informed training relevant to program area which includes (but is not limited to) TCI, TCI/F, TCI-CNN & Power to Kids but not limited to these.
- Participate in supervision, secondary consultation within the scope of practice and professional development as negotiated with the Team Leader/Line Manager.
- Manage crisis and stressful incidents with self-awareness and demonstrate the ability to take appropriate active steps when needed to manage this.
- Participate actively in team meetings, team planning days and agency activities to ensure an integrated approach to service delivery.
- Participate in all core training to ensure integrity of the agreed model of service delivery.
- Embrace Brophy Family & Youth Services commitment to child safety and well-being and demonstrate this through practice that reflects equity and inclusion, cultural safety and ensuring the safety and well-being of all children and young people

Technical Skills

- Engage with children, young people and their families using a variety of engagement strategies such as assertive engagement, outreach, and persistence and pacing.
- Assist the engagement team workers with the facilitation of the Shared Stories Shared Lives caregiver training and ongoing training activities and undertake the Step by Step assessment process of potential caregivers where appropriate.
- Undertake annual care giver reviews as required and completion of Kinship assessments.
- 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 crises beyond business hours at times.
- 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

- Undertake team intake duty as required.
- 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.
- 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 Team leader/Line Manager.

Administration and Documentation

- 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.
- Embrace and abide by Brophy's Child Safety and Wellbeing Policy.
- 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.
- Participate in the development of consumer's participation activities within your program and Brophy.
- Act on any incidents of racism or discrimination.
- Demonstrate and commit to Brophy's organisational values and model these daily.

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.
- Ability to make timely, sound decisions and assessments regarding children, youth and families, particularly under pressure.
- Capacity to engage with young people and their families, as well as have demonstrated understanding of working with volunteer caregivers and the associated challenges.
- Understanding of trauma informed practices.
- 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: Jezamin Oelfke
POSITION: Executive Manager – Out of Home Care Services
DATE: 28 August 2024.