

Position Description

Position Title:	Caseworker- Cultural Journeyz OOHC
Location:	Muloobinba Aboriginal Corporation – Hunter Region
Reports to:	Casework Manager, CEO, Board of Directors
Hours of Work:	Full time – 38 hours per week Day worker Hours between – 6 am to 8 pm (This position may require some work out of day worker hours) Participate in an On-Call Roster
Award	Social, Community and Home Care Services and Disabilities Services (SCHADS) Award
Probationary period	6 months from commencement date
Performance Review	6 months after the commencement date

Scope of the Out of Home Care Caseworker

The Out of Home Care Caseworker will provide Casework and support to Children and Young people in Out of Home Care and their Carers.

The Out of Home Care program finds safe, supportive and culturally appropriate homes for Aboriginal Children and Young People with a focus on relative and kinship carers.

This position also assists with identifying, establishing and supporting placements for Aboriginal Children and Young people in the Hunter Region.

Provide casework to Children and Young People in Out of Home Care in line with Muloobinba’s policies and procedures and statutory and legislative requirements

Responsibilities

1. Case Work/Management

Main Activities

- Develop and review case plans include specific and achievable goals
- Provide information, education and support to Children and Young People and their Carers
- Monitor and assess the needs of Children and Young people in placements
- Identify and set up ongoing support systems where necessary
- Provide responsive and flexible services

Name of Document: Cultural Journyz OOHC Caseworker - Position Description		Document Location : N:\Human Resources\RECRUITMENT 2023\01 January 2023\OOHC CW\Cultural Journyz OOHC Caseworker - Position Description.doc	
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Updated by: General Manager	Version: 1	Last Updated:	Page: 1 of 3

- Work collaboratively with the Child and Young Person and their Carers to ensure the case plan goals are being met
- Liaise where necessary with Community Services caseworkers to update on Child or Young Person
- Maintain confidential records of any Child or Young Person's and Carer's contact
- Coordinate any additional support services the Child or Young Person or Carer may require
- Participate and be available to provide on call services to Children and Young People and Carer's on a 24 hour roster as required
- Appropriately maintain the reputation of Muloobinba Aboriginal Corporation
- Report to Family and Community Services any cases of suspected risk of harm to Children or Young People
- Develop and maintain positive relationships with referral services and other stakeholders
- Consult regularly with the Casework Manager regarding progress of Children and Young People and Carers
- Perform Casework duties in line with Casework chart
- Maintain each Child or Young Person's Songlines
- Assist with Carer assessments when required
- Work within statutory and legislative requirements

2. Administration

Main Activities

- Assist in the preparation of reports for the funding body, General Manager and the Board of Management
- Provide weekly schedules of work for the program on the shared calendar and weekly overviews
- Ensure all statistical data for the program is maintained and updated on a daily basis
- Maintain accurate records of intake, assessment and consultation
- Prepare accurate written reports with names, dates and times for internal and external stakeholders
- Document all Child or Young Person and Carer contact
- Create individual files for each Child or Young Person and Carers and update on a daily basis
- Provide suitable referrals to other service providers where necessary and ensure referral has been accepted
- Accurately and objectively document written Child or Young Person and Carer contacts after each visit
- Regularly update all data collection tools
- Perform Casework monitoring in line with the Casework Monitoring Chart

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3. Workplace Health and Safety

- Undertake appropriate risk assessments when home visiting and alert the Casework Manager to any identified risks
- Abide by the policy and procedures of Muloobinba Aboriginal Corporation that refer to safe work practices
- Undertake safety plans for families where required
- Take personal responsibility for safe work practices in all activities in the office and other locations
- Comply with the organisations Workplace Health and Safety policy and procedures
- Report any safety hazards

4. Work as a part of the Muloobinba team

Main Activities

- Uphold the Code of Conduct of the organisation
- Understand and work within the policies and procedures of the organisation
- Positively and constructively participate in staff meetings
- Report to the Casework Manager in relation to service delivery and program functioning
- Actively participate in supervision
- Update Casework Manager of case related issues and developments as well as other general matters
- Share resources and information with other staff
- Undertake duties as directed by the Casework Manager
- Undertake any training required for your position

5. Other duties as required

- Perform work to the best of your ability at all time
- Promote and protect the interests of Muloobinba Aboriginal Corporation
- Follow all reasonable and lawful directions given to you by the organisation, including complying with policies and procedures as amended from time to time and any other duties as required

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Updated by: General Manager	Version: 1	Last Updated:	Page: 3 of 3