

## Position Description

Position Title:	<b>Caseworker- Aboriginal Family Preservation</b>
Location:	Muloobinba Aboriginal Corporation – Project delivery will be Raymond Terrace, Maitland and Cessnock CSC boundaries
Reports to:	Family Preservation Manager, CEO, Board of Directors
Hours of Work:	Full time Business Hours – 9 am to 5 pm (This position will require work out of business hours) 24 hour 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 and annually thereafter
Requirements:	Minimum qualification of Diploma of Community Services (Community Work) or working towards Minimum of 2 evidence based parenting programs

### Scope of the Aboriginal Family Preservation Caseworker

The Aboriginal Family Preservation program provides in home support to families with children 0-15 with significant risk of harm.

The key objective for the Aboriginal Family Preservation Project is to work intensively for up to 15 hours per week in the family home for a 12 week period, with a further period of up to 12 weeks of less Aboriginal continuous multi-faceted and individually tailored casework and assistance services. All referrals for this project will be received from Raymond Terrace, Maitland and Cessnock Community Services Centres and will be classified as “significant” risk of harm. The Aboriginal Family Support Caseworker will work with 2 clients intensively at any one time whilst also holding a caseload of “step down” clients.

## Responsibilities

### 1. Case Work/Management

#### Main Activities

- Develop case plans in consultation with the family and Family and Community Services that include specific and achievable goals

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- Develop safety plans that address identified risks and the issues of concern to the family when required
- Work intensively with families in their home at hours negotiated with the family that meet their needs and strengthen family relationships
- Provide information, education and support to families
- Identify and set up ongoing support systems
- Provide responsive and flexible services
- Work collaboratively with the family to ensure the case plan goals are being met
- Liaise with Community Services caseworkers to update on clients and their progress
- Maintain confidential records of any client contact
- Coordinate any additional support services the clients may require
- Participate and be available to provide on call services to families on a 24 hour roster as required
- Represent the interests of children and families in the community appropriately and maintain the reputation of Muloobinba Aboriginal Corporation
- Advocate for families with other services, to achieve appropriate service for particular families and better service provisions for families in general
- Report to Family and Community Services any cases of suspected risk of harm to children and/or young people
- Provide services based on the Homebuilders Model
- Develop and maintain positive relationships with referral services and other stakeholders
- Consult regularly with the Family Services Manager or CEO regarding progress of families participating in the Aboriginal Family Preservation project
- Follow the IFP guidelines that have been produced by Family and Community Services

## 2. Working with families/carers, children and young people

### Main Activities

- Develop parenting, communication and support skills for parents/carers
- Promote non-violent, protective and nurturing environments for families with children and young people
- Create awareness about a safe environment for young people and children
- Identify any barriers that may inhibit parents from achieving their goals
- Provide flexible services to meet the needs of the family
- Increase parents/carers knowledge of children development, parenting strategies and assist parents to implement effective strategies

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### 3. Administration

#### Main Activities

- Assist in the preparation of reports for the funding body, Family Services Manager, CEO and the Board of Management
- Provide weekly schedules of work for the program on the shared calendar
- 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 client contact
- Create individual files for each family 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 client contacts after each visit
- Regularly update all data collection tools

### 4. Occupational Health and Safety

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

### 5. Work as a part of the Muloobinba team

#### Main Activities

- Uphold the Code of Ethics of the organisation
- Understand and work within the policies and procedures of the organisation
- Positively and constructively participate in staff meetings
- Report to the Family Services Manager or CEO in relation to service delivery and program functioning
- Actively participate in supervision
- Update Family Services Manager or CEO 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 Family Services Manager or CEO
- Undertake any training required for your position

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6. Other duties as required and directed

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