

Position Description

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| Position Title: | Manager- Cultural Journeyz OOHC |
| Location: | Muloobinba Aboriginal Corporation – Hunter Region |
| Reports to: | Chief Executive Officer, Board of Management |
| 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) |
| 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 Casework Manager

The Out of Home Care Casework Manager will provide support and monitoring to Caseworker Managers, Caseworkers 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.

The Manager- Cultural Journeyz OOHC provide supervision to Caseworker Managers to support the 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

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- Work with Caseworkers to develop and review case plans include specific and achievable goals
- Provide information, education and support to Caseworkers, Children and Young People and their Carers
- Oversee the monitoring and assessment of the needs of Children and Young people in placements
- Identify and set up ongoing support systems where necessary with the Caseworkers
- Ensure that services by Caseworkers are responsive and flexible
- Ensure that Caseworkers 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
- Ensure that Caseworkers and Carer Recruitment/Support Caseworker 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 and ensure that Caseworkers and Carer Recruitment/Support Caseworker are reporting 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 and monitor regularly the Caseworkers and Carer Recruitment/Support Caseworker regarding progress of Children and Young People and Carers
- Perform Casework Manager duties in line with Casework Manager chart
- Ensure that Caseworkers are maintaining each Child or Young Person's Songlines
- Work within statutory and legislative requirements
- Provide supervision to Casework staff
- Work with the Carer Recruitment/Support Caseworker to recruit, train and supervise Carers
- Supervise Casework staff to oversee casework, case planning and review of case plans

2. Administration

Main Activities

- Ensure the Out of Home Care Program is compliant with relevant bodies such as Office of Children's Guardian, Family and Community Services and NSW Ombudsman

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- Assist in the preparation of reports for the funding body, Chief Executive Officer and Board of Management
- Ensure that individual and Caseworkers weekly schedules of work for the program are entered on the shared calendar and weekly overviews are completed and the end of each week
- Ensure all statistical data for the program is maintained and updated on a daily basis
- Ensure that accurate records of intake, assessment and consultation are maintained for each Child or Young Person and their Carers
- Prepare accurate written reports with names, dates and times for internal and external stakeholders
- Ensure that Caseworkers document all Child or Young Person and Carer contact
- Ensure Caseworkers create individual files for each Child or Young Person and Carers and update on a daily basis
- Suitable referrals to other service providers are provided by Caseworkers where necessary and ensure referral has been accepted
- Ensure Caseworkers accurately and objectively document written Child or Young Person and Carer contacts after each visit
- Ensure that all data collection tools are updated regularly
- Provide weekly and monthly team meetings with caseworker and Casework Mangers

3. Workplace Health and Safety

- Monitor Caseworkers are conducting appropriate risk assessments when home visiting and alert the General Manager to any identified risks
- Abide by the policy and procedures of Muloobinba Aboriginal Corporation that refer to safe work practices
- Ensure that safety plans are undertaken for Children and Young People 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

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- Report to the Chief Executive Officer in relation to service delivery and program functioning
- Actively participate in supervision
- Update General 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 General 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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