



## Position Description

<b>Position Title:</b>	<b>Casework Support- Cultural Journeyz OOHC</b>
<b>Location:</b>	Muloobinba Aboriginal Corporation – Hunter Region
<b>Reports to:</b>	Casework Manager, CEO
<b>Hours of Work:</b>	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)
<b>Award</b>	Social, Community and Home Care Services and Disabilities Services (SCHADS) Award 2010
<b>Probationary period</b>	6 months from commencement date
<b>Performance Review</b>	6 months after the commencement date

### **Scope of the Support Caseworker- Cultural Journeyz**

The Out of Home Care Caseworker Support will provide support to Caseworkers in the Cultural Journeyz, Out of Home Care team as well as 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.

The Caseworker Support position supports the Caseworkers with all aspects of care in relation to Children and Young people in Cultural Journeyz including Case Planning, family contact and holiday activities.

Provide casework support 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

- Support Caseworkers to develop and review case plans that include specific and achievable goals
- Provide information, education and support to Children and Young People and their Carers

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- Assist in supporting \_\_\_\_\_ to 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
- 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
- Assist in the coordination of 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
- Report to the Out of Home Care Manager and 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
- Work within statutory and legislative requirements

## 2. Administration

### Main Activities

- Assist in the preparation of reports for the funding body, OOHC Manager, CEO and the Board of Management
- Provide weekly schedules of work for the program on the shared calendar
- Ensure all work is compliant with NSW Child Safe Standards for Permanent Care
- 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

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- Regularly update all compliance tools data collection and
- Perform Casework monitoring in line with the Casework Monitoring Chart

### **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
- Assist in undertaking 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**

- Appropriately maintain the reputation of Muloobinba Aboriginal Corporation
- 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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