



## POSITION DESCRIPTION

Position title:	IFS Case Manager
Time fraction	Part Time   30 hours per week
Position holder:	TBC
Position reports to:	Team Leader, Integrated Family Services
Program:	Integrated Family Services
Location:	Footscray

### MISSION - VISION - VALUES

Relationships are at the heart of why CatholicCare exists. We help people to build positive relationships, and repair connections when needed.

*“I have come so that you may have life and have it to the full”*

{John 10:10}

CatholicCare works on behalf of the Archdiocese of Melbourne and the Diocese of Sale with a mission to break down the barriers to social inclusion by strengthening families and communities.

Our vision is for a stronger, more resilient and inclusive society – where everyone can reach their potential and enjoy life to the full.

We draw on the principles of Catholic Social Teaching to inspire and direct our endeavours. As an organisation, and as individuals, we value; Dignity, Compassion, Collaboration, Inclusion, and Responsibility.

### POSITION PURPOSE

CatholicCare’s Integrated Family Services works with vulnerable families, children and young people in the Western suburbs. This position seeks to provide case management services to vulnerable children, young people and their families to strengthen relationships, prevent family breakdown and ensure the best interests of the child are met.

### POSITION ACCOUNTABILITIES

*NOTE: This position description intends to describe the general nature and level of work related to this role. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not necessarily significant.*

- Manage a varied caseload dependent on target requirements from DHHS (State Government) within the IFS Program. Targets include children subject to Child Protection Orders and families impacted by family violence.
- Assist families to meet Child Protection case plans to facilitate children in out of home care to be reunified with family members and/or to facilitate family preservation so children remain in the care of family members or carers.
- Provide a case management service for children, young people and their parents, including CALD families and children.
- Assess referrals and requests for family violence case management services.
- Contribute to an integrated and collaborative child-centered, family focused service system.
- Recognize and respond appropriately to perpetrator behavior and perpetrator driven risk

- Encourage joint family violence risk assessments (CRAF assessments), and safety plans and enhanced information sharing.
- Support and promote improved understanding of the perpetrator's pattern of coercive control and its impact on children and to assess the ability of the protective parent to safely parent.
- Support cultural safety, keeping Aboriginal families and other groups connected to their culture, and accessing appropriate services.
- Develop initial case plans in partnership with the family that work to ensure an environment of safety, security, family stability and age appropriate development of children based on the Department of Human Services, Best Interests of the Child and Stability Planning case practice models.
- Assist families to meet their case plan goals
- To advocate on behalf of the client in areas where there are complex issues with other agencies. Assist with the provision of information in relation to community resources and services and to support the client in accessing these services.
- Work as part of the SEFS Alliance and work collaboratively with partners/agencies in the Integrated Family Services Team.
- Attend relevant internal and external meetings, including case conferences and case management meetings
- Assist clients in identifying, developing and maintaining informal support networks within their communities.
- Good understanding of working within an 'evidence based' framework.
- In conjunction with line manager, responsibility for meeting annual client targets and hours of service as per DHHS funding and Service Agreement
- Systematically gathering client feedback to examine outcomes for children and families
- Participation in clinical supervision and professional development
- Maintain up-to-date and accurate case notes and prepare reports as required.
- Maintain quality case files.
- Use of computer based programs for case recording and statistical purposes.
- Sound knowledge of the Children, Youth and Families Act, 2005, with a focus on the Best Interests Framework and Stability Planning.
- Participate in regular professional supervision.
- Other job related duties as assigned.
- Contribute to ongoing Quality Improvement as required.
- Support a culture of Occupational Health and Safety at all times.

## **KEY SELECTION CRITERIA**

### **Qualifications**

- Tertiary qualifications in Social Work or equivalent (such as Psychology, Social Science etc).

### **Experience**

- A minimum of 2 years demonstrated experience in case management working with vulnerable children and their families.
- Experience working in or with DHHS Child Protection (or similar) highly desirable.
- Experience working with families impacted by family violence.
- Experience in working with children, young people and their families from CALD communities.
- Sound understanding of child and adolescent development and a range of theoretical frameworks and intervention strategies.

## Competencies

- Case Management experience in working with vulnerable children, young people and their families. Working with clients from CALD communities.
- Sound understanding of working within the DHS Best Interests Case Practice and Stability Planning models and knowledge of the CFYA, 2005.
- Management of a varied case load and ability to prioritise tasks and meet deadlines.
- Understanding of and ability to participate in professional supervision.
- Demonstrated capacity to actively seek out opportunities for personal and professional development.
- Case Recording and Statistics

## Personal qualities and attributes

- Capacity to work collaboratively with external stakeholders, clients and internal staff.
- Comfortable working within the context of CatholicCare's mission and values.
- A Victorian Drivers' License
- A current Australia Wide Police Check – Please be prepared to have this done since it forms part of our standard due diligence.
- A current Working with Children Card – If you don't already have one, please be prepared to apply for one since it forms part of our standard due diligence.
- Our organisation is committed to child safety. We have zero tolerance of child abuse. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process.

## Other requirements

- A Victorian Driver Licence
- A current Australia Wide Police Check
- A current Police Check assessment, and International Police check (if you have lived overseas for 12 months continuously in the past 10 years).
- A current Working with Children Card

## JOB SCOPE

Roles reporting to this position:	<ul style="list-style-type: none"><li>• None</li></ul>
Key stakeholders – internal:	<ul style="list-style-type: none"><li>• Manager of Family and Relationship Services, Senior Manager, Senior IFS worker, all teams on the site</li></ul>
Key stakeholders – external:	<ul style="list-style-type: none"><li>• Clients and their families, DHHS, SEFS Alliance</li></ul>
Budgetary accountability:	<ul style="list-style-type: none"><li>• None</li></ul>
Confidentiality of information:	<ul style="list-style-type: none"><li>• High</li></ul>

## JOB CONDITIONS

The incumbent in this role is authorised to act as a family counsellor on behalf of CatholicCare in accordance with section 10C(1)(b) of the Family Law Act.

Conditions of Employment are in accordance with the Centacare Catholic Family Services (CCFS) Employment Agreement 2008. CCFS changed its name to CatholicCare on 4 April 2011, but the Centacare Catholic Family Services Employment Agreement 2008 endures until it is re-negotiated and updated.

CatholicCare has Public Benevolent Institution tax status; our employees can reduce their taxable income through salary packaging and thereby increase their take-home salary.

All staff employed by CatholicCare are expected to perform their work in a manner consistent with the mission and practice framework of the organisation.

There may be occasions when overtime is necessary to complete tasks; however, this is not the norm.