

## Employee Position Description

Position Details:		
<b>Position Title:</b> Senior Integrated Family Services Case Worker	<b>Department:</b> Integrated Family Services	<b>Agreement:</b> SACS
<b>Reports To:</b> Manager Family and Parenting	<b>Location:</b> Camberwell Camcare	
<b>Direct Reports:</b> NA	<b>Employment Status:</b> Permanent Part Time	<b>Classification:</b> SACS level 6, Pay point depended on experience
Position Primary Purpose		
<p>The Senior Integrated Family Services (IFS) Case Worker is responsible for providing clinical leadership, supervision, and support to IFS Case Workers, whilst also managing a personal caseload. The role plays a key part in clinical reviews and case allocations. The IFS Team works to enhance the safety, stability, and development of vulnerable children and families, fostering resilience and community capacity. The Senior Case Worker will also liaise with Child Protection, the Inner East IFS Alliance, and other local agencies as directed by the Manager of Family and Parenting Services.</p>		
Decision Making Authority		Key Relationships
<b>Decisions made independent of Manager</b> <ul style="list-style-type: none"> <li>As per AccessHC Delegation of Authority Framework</li> </ul>		<b>Internal</b> <ul style="list-style-type: none"> <li>Integrated Family Services team,</li> <li>Camcare AccessHC Parent Outreach Team</li> <li>AccessHC Mental Health and Wellbeing Portfolio and Access HC</li> <li>Manager Family and Parenting and /or Senior Manager Senior Manager Youth, Carer and Family Wellbeing</li> <li>Other AccessHC programs that may also be working with families IFS are working with.</li> </ul> <b>External</b> <ul style="list-style-type: none"> <li>DFFH Child Protection and Community Based Senior Child Protection Practitioners (CBSCPP).</li> <li>Inner East Integrated Family Services Alliance including Aboriginal</li> </ul>

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	<p>Controlled Organisations.</p> <ul style="list-style-type: none"> <li>• The IEMA Orange Door</li> <li>• Liaison with agencies involved with families, especially Child Protection, Education providers and health/mental health providers.</li> </ul>
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Key Accountabilities	
Focus Areas	Responsibilities
<b>Clinical Supervision and Clinical Leadership</b>	<ul style="list-style-type: none"> <li>• Provide regular clinical supervision to the IFS Caseworkers.</li> <li>• Provide support and secondary consultation where required</li> <li>• Provide Clinical/Field Supervision and support to placement students to support workforce development</li> <li>• Attend and support staff participating in consultation with DFFH Community Based Senior Child Protection Practitioners (CBSCPP).</li> </ul>
<b>Direct Client Work</b>	<ul style="list-style-type: none"> <li>• Work within a Child-focused, Family-centred approach to service delivery;</li> <li>• Utilize a full range of outreach strategies in order to engage with families who may be reluctant to use the service;</li> <li>• Provide an in-home and agency-based service as required</li> <li>• Work with families to strengthen parent capability to provide basic care, ensure safety and promote their child's development</li> <li>• Establish a working relationship with families that demonstrates respect and honest communication, particularly about protective concerns and consequences</li> <li>• Negotiate realistic and achievable Child and Family Action Plans, in consultation with all family members ensuring active participation in decision making; and the inclusion of other relevant parties, which will be reviewed during the intervention period.</li> </ul>
<b>Case Management</b>	<ul style="list-style-type: none"> <li>• Undertake comprehensive strengths-based needs assessment of client families, with a particular focus on risk assessment for high need cases; incorporate both the individual and systemic perspective;</li> <li>• Undertake case management responsibilities, where appropriate;</li> <li>• Consult where necessary with DHHS Community Based Senior Child Protection Practitioners (CBSCPP).</li> <li>• Work together with families to improve community connections and access to community resources.</li> <li>• Ensure familiarity with a range of recognized, relevant therapeutic approaches and strategies, relevant to working with families.</li> </ul>
<b>File Management</b>	<ul style="list-style-type: none"> <li>• Ensure that program requirements regarding case records, statistics and other data collection requirements are fulfilled.</li> <li>• Complete regular audits as required of IFS Files.</li> </ul>

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Key Accountabilities	
Focus Areas	Responsibilities
<b>Organisational Practice</b>	<ul style="list-style-type: none"> <li>• Actively participate in regular supervision and reflective practice with Manager Family and Parenting</li> <li>• Attend staff meetings, team meetings and staff training as required.</li> <li>• Participate in a learning culture, to ensure acquisition of new techniques and strategies that add to the service's repertoire of knowledge and skills.</li> <li>• Participate in community networks as required.</li> </ul>
<b>AccessHC Values</b>	<ul style="list-style-type: none"> <li>• Through actions and behaviour, demonstrate AccessHC values of;</li> <li>• <i>Equity</i></li> <li>• <i>Collaboration</i></li> <li>• <i>Respect</i></li> <li>• <i>Innovation</i></li> <li>• <i>Quality</i></li> </ul>
<b>Governance and Compliance</b>	<ul style="list-style-type: none"> <li>• Act in accordance with AccessHC's policies, procedures and code of conduct including the Child Safety code of conduct and the MARAM Family Violence Framework</li> <li>• Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position.</li> <li>• Participate in mandatory training requirements to support the delivery of a safe and effective service.</li> <li>• Other relevant duties as negotiated with management</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>• Act in accordance with health and safety policies and procedures at all times.</li> <li>• All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.</li> </ul>

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Selection Criteria	
<p><b>Mandatory selection criteria items</b></p> <ul style="list-style-type: none"> <li>• Police Check</li> <li>• International Police Check - if lived overseas for more than twelve months in last ten years.</li> <li>• Working With Children Check</li> <li>• Driver's Licence</li> </ul> <p><b>Key selection criteria items</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in Social Work, psychology or equivalent qualification or related discipline</li> <li>• Minimum five years' experience in the community services and particularly family welfare systems, family support, mental health, alcohol and other drugs, community services or similar health services</li> <li>• Experience providing clinical supervision in a case management setting</li> <li>• Eligibility for AASW, APS or an equivalent professional association</li> <li>• Experience in working with families in crisis, including a capacity to practice active engagement</li> <li>• Proficiency in Microsoft Office and relevant software applications</li> </ul>	<p><b>Attributes</b></p> <ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills</li> <li>• Demonstrated skills in risk assessment and understanding of the Best Interests Case Practice framework</li> <li>• Demonstrated theoretical understanding and experience of individual and systemic casework practice</li> <li>• Demonstrated capacity to communicate effectively with diverse stakeholders</li> <li>• Ability to think broadly in relation to child and family action planning, at the same time focusing on specific issues for resolution</li> <li>• Effective time management and prioritisation skills</li> <li>• Demonstrated ability to work creatively and respectfully with to people from a diverse range of social, cultural and ethnics backgrounds</li> <li>• Sound understanding and working knowledge of the Children, Youth and Families Act 2005 and the Child Wellbeing and Safety Act 2005 and other relevant legislation</li> <li>• Demonstrated ability to work independently and in a team environment</li> <li>• Demonstrated behaviours consistent with AccessHC values</li> </ul>
<p>Access Health and Community (AccessHC) is a child safe organisation that values inclusivity and diversity, encouraging applications from people with disabilities, those with lived experience of mental health or AOD challenges, and individuals of diverse genders and sexualities.</p> <p>In line with our intent for inclusion and equality, we strongly encourage applicants from Indigenous Australians. AccessHC's commitment to our Reflect Reconciliation Action Plan seeks to understand and acknowledge histories and support cultural expression in the workplace.</p> <p>We are a vaccine-positive organization. Successful applicants will undergo a Working with Children Check, Police Check, and possibly an International Check.</p>	
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Authorisations	
<p><b>Employee Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b>    /    /</p>	<p><b>Manager Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b>    /    /</p>

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