

Westhaven Ltd

Our Vision – **Live how you choose**

Our Core Values – **C.H.O.I.C.E**

Position Title	Caseworker, Children Services	Reports to	Service Manager, Casework
Number of Direct Reports	nil	Position Location	

Purpose of the position

Westhaven is the largest provider of Residential Out of Home Care for Children and Young People with a disability in Western NSW. The Caseworker is a central position within the Westhaven Intensive Therapeutic Care - Significant Disability (ITC-SD) Residential Out Of Home Care (OOHC) Program. The Caseworker will coordinate casework responsibilities for up to six (6) Children and Young People within the Westhaven's ITC-SD Program.

Key Responsibilities

<i>Team Work</i>	<ul style="list-style-type: none"> Work as part of a Therapeutic Care Team. The Therapeutic Care Team is a team made up of professionals who together provide a range of daily care and therapeutic services for children with Significant Disability who are in Statutory OOHC.
<i>Case Planning</i>	<ul style="list-style-type: none"> Manage the casework cycle for children in care. This involves working with Care Team specialists (Educators, medical, behavioural, cultural) to ensure that Plans (Health, Culture, Education, Family Contact, Behaviour Support etc) are developed, reviewed and implemented within set timeframes.
<i>Communication</i>	<ul style="list-style-type: none"> Maintain regular contact with Children and Young People in care, seek their views and opinions and monitor their wellbeing. Work closely with parents, birth family and significant others to ensure that they can participate safely and appropriately in the lives of their children living in the ITC-SD. Ensure that all members of the immediate Care Team are able to access up to date plans for children they are supporting in the ITC-SD Program.

<i>Reporting</i>	<ul style="list-style-type: none"> • Ensure that data is collected and recorded in a timely way.
<i>Therapeutic Framework</i>	<ul style="list-style-type: none"> • Work in ways consistent with the Westhaven Therapeutic Practice Framework.
<i>OCG Accreditation</i>	<ul style="list-style-type: none"> • Work in ways consistent with the Westhaven Therapeutic Practice Framework.
<i>Administration</i>	<ul style="list-style-type: none"> • Maintain up to date, accurate and comprehensive care records in accordance with Westhaven policy and Child Story.
<i>Child Safety</i>	<ul style="list-style-type: none"> • Fulfil duties as a Mandatory Reporter. Work with children and young people in ethical ways that demonstrate genuine care and respect for their rights. Take all necessary steps to ensure children and young people in Westhaven's care are protected, supported and safe from abuse and neglect.

Knowledge, Skills, Experience and Compliance

Knowledge

- Knowledge and understanding of the Children and Young Person (Care and Protection) Act 1998.
- Knowledge and understanding of the NSW Child Safe Standards for Permanent Care.
- Understanding of the supports and issues of children and young people living with significant disabilities.
- Demonstrated knowledge and understanding of the issues affecting Aboriginal communities, families and children specifically in relation to the placement of Aboriginal children and young people in OOHC.
- Knowledge of trauma informed practices and case management.

Skills

- Capacity to work effectively both independently and as part of a multidisciplinary team.
- Willingness to be accountable and participate in supervision.
- Proficiency in report writing and demonstrated ability to develop, organise and maintain records in a timely manner
- Proficient computer skills including the use of Client Management Databases
- Genuine commitment to Child Safety. Clear Working with Children Check and National Criminal Record Check
- Highly developed organisational skills and capacity to prioritise competing demands
- Highly developed interpersonal communication including both written and oral skills
- Effective conflict resolution skills, negotiation, mediation and decision-making skills

Qualifications and required experience


- Bachelor's degree in Psychology, Social Work, or a relevant Behavioural Science, or be of Indigenous decent and be willing to obtain qualifications.
- Experience in child protection, case management, child welfare practice or related field.
- Experience as a Caseworker in the OOHC sector, or with DCJ, will be highly regarded.
- Experience working with people with a disability will be highly regarded.
- Ability to coordinate the development, implementation and review Casework Plans for children living with significant disabilities in OOHC.

Compliance

- Current valid NSW Driver's licence
- Obtain and maintain a current paid Working with Children Check (WWCC)
- Obtain and maintain a valid National Disability Insurance Scheme Workers Check (NDISWC)
- Have a current Covid-19 Vaccination status

NDIS Workforce Capability Framework

- The NDIS Workforce Capability Framework describes the attitudes, skills and knowledge expected of all workers funded under the NDIS. It gives clear, practical examples and establishes a shared language of 'what good looks like' for participants when they receive NDIS services and support.
- The Framework translates the NDIS Commission's principles, Practice Standards and Code of Conduct into clear and observable behaviours that service providers and workers should demonstrate when delivering services to people with disability.
- All Westhaven employees are encouraged to review the [NDIS Workforce Capability Framework](#) for a full list of capabilities and the descriptors relevant to their role.

NDIS Workforce Capability Framework		Supervision and Frontline Management
Capability Group	Capability Name and Description	
 <p>Manage, supervise and coach others</p>	<p>Model and reinforce values in organisational culture and practice</p> <ul style="list-style-type: none"> Support and model a culture that promotes the principles of the NDIS, such as upholding rights, celebrating diversity and respecting the voice of those with lived experience. <p>Promote quality through consistent good practice</p> <ul style="list-style-type: none"> Set clear expectations of what best practice looks like, provide access to support and coaching, and develop worker awareness and capabilities to deliver quality supports and services. <p>Support health and manage risk</p> <ul style="list-style-type: none"> Implement policies, procedures and systems for effective health and risk management so that workers know their roles and responsibilities, look out for their own safety, and balance dignity of risk with duty of care when supporting participants. <p>Foster and develop a capable workforce</p> <ul style="list-style-type: none"> Support workers to understand capability expectations at different levels, provide constructive feedback, and create informal and formal opportunities for them to develop their capabilities and build a career. 	