

## Employee Position Description

Position Details:		
<b>Position Title:</b> Integrated Family Services Case Worker	<b>Department:</b> Integrated Family Services	<b>Agreement:</b> SACS
<b>Reports To:</b> Manager IFS	<b>Location:</b> Camberwell Camcare	
<b>Direct Reports:</b> NA	<b>Employment Status:</b> Permanent Part Time	<b>Classification:</b> Level 5 (pay point dependant on exp)
Position Primary Purpose		
<ul style="list-style-type: none"> <li>Promote the safety, stability and development of vulnerable children, young people and their families, and to build capacity and resilience for children, families and communities.</li> <li>Liaison with the Department of Human Services Child Protection, the Inner East Integrated Family Services Alliance and local agencies as directed by Manager of IFS.</li> </ul>		
Decision Making Authority		Key Relationships
<b>Decisions made independent of Manager</b> <ul style="list-style-type: none"> <li>Provide case planning, management and support to families assessed as appropriate for the IFS program.</li> </ul>		<b>Internal</b> <ul style="list-style-type: none"> <li>IFS team, Community Portfolio and Access HC</li> <li>Supervision with Manager IFS and/or Senior Manager Camcare</li> </ul> <b>External</b> <ul style="list-style-type: none"> <li>Consultation where necessary with Community Based Senior Child Protection Practitioners (CBSCPP).</li> <li>Liaison with the Inner East Integrated Family Services Alliance in support of a productive partnership model.</li> <li>Liaison with agencies involved with families, especially Child Protection, Education providers and the Inner East Integrated Family Services partners.</li> </ul>

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.*

Key Accountabilities				
Focus Areas		Responsibilities		
Direct Client Work		<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><li>• Participate in the development and delivery of group work for children and or parents</li></ul>		
Case Management		<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>		
File Management		<ul style="list-style-type: none"><li>• Ensure that program requirements regarding case records, statistics and other data collection requirements are fulfilled.</li></ul>		
Organisational Practice		<ul style="list-style-type: none"><li>• Actively participate in regular supervision and reflective practice with IFS Manager and/or Senior Manager IFS</li><li>• Attend staff meetings, team meetings and staff training.</li><li>• Participate in a learning culture, to ensure acquisition of new techniques and strategies that add to the service's</li></ul>		
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Key Accountabilities	
Focus Areas	Responsibilities
	<p>repertoire of knowledge and skills.</p> <ul style="list-style-type: none"> <li>Participate in community networks.</li> </ul>
AccessHC Values	<ul style="list-style-type: none"> <li>Through actions and behaviour, demonstrate AccessHC Values of; <b><i>Equity, Collaboration, Integrity, Accountability, Innovation</i></b> and <b><i>Excellence</i></b>.</li> </ul>
Governance and Compliance	<ul style="list-style-type: none"> <li>Act in accordance with AccessHC's policies, procedures and code of conduct.</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> </ul>
Workplace Health and Safety	<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>Standard selection criteria items</b></p> <ul style="list-style-type: none"> <li>• Police Check</li> <li>• International Police Check</li> <li>• Working With Children Check</li> <li>• Driver's Licence</li> <li>• NDIS Screening Check</li> </ul> <p><b>Qualifications, registrations and experience</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in Social Work, psychology or equivalent qualification or related discipline</li> <li>• Eligibility for AASW, APS or an equivalent professional association</li> <li>• Proficiency in Microsoft Office and relevant software applications</li> </ul>	<p><b>Key skills and attributes <i>(delete, retain or add as necessary)</i></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>• Experience in working with families in crisis, including a capacity to practice active engagement.</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>• Demonstrated ability to relate to people from a diverse range of social, cultural and ethnics backgrounds</li> <li>• Experience in the community services sector, in particular in the child and family welfare system.</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 in a team environment</li> <li>• Demonstrated behaviours consistent with AccessHC values</li> </ul>
<p><i>AccessHC is a Child Safe Organisation.</i></p> <p><i>AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.</i></p>	

Authorisations	
<p><b>Employee Name:</b></p> <p><b>Signature:</b> _____</p>	<p><b>Manager Name:</b></p> <p><b>Signature:</b> _____</p>

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Date:   /   /	Date:   /   /