



## JOB DESCRIPTION AND STATEMENT OF DUTIES

<b>JOB TITLE:</b>	Caseworker
<b>TEAM:</b>	Out of Home Care (hereafter referred to as OOHC).
<b>LINE MANAGER:</b>	Manager Casework
<b>KEY RELATIONSHIPS:</b>	The Caseworker will maintain primary relationships with the Regional Manager OOHC and all other members of the KARI OOHC team, the children, young people, foster carers and birth families on the Caseworkers allocated caseload, and relevant NSW Community Services child protection teams.
<b>BASE SALARY:</b>	\$64,000 (Level 1) \$66,000 (Level 2) \$68,000 (Level 3) \$70,000 (Level 4)
<b>TERMS AND CONDITIONS:</b>	Full Time as per contracts, guided by NSW Social, Community, Home Care and Disability Services Industry Award 2010.  Note: Level status will be determined in compliance with the set Key Performance Indicators for the position.
<b>PACKAGE BENEFITS:</b>	Superannuation as per Superannuation Guarantee Charge (currently 9.5%). Option for salary sacrifice paid to any employee debt or bill.

### 1. JOB PURPOSE

The Caseworker is responsible for achieving the best possible outcomes for Aboriginal children and young people placed in the KARI OOHC Program, referred by and in partnership with NSW Human Services, Community Services. Duties include working with KARI carers and birth families for the purpose of planning and supporting care plans for children and young people in the KARI OOHC Program.

### 2. DUTIES AND RESPONSIBILITIES

- Undertake and meet all case management responsibilities in relation to individual children and young people allocated by the OOHC Manager Casework with a manageable caseload.
- Complete all relevant KARI template documents for each child or young person within the given timeframes and all other paperwork relevant to the role.
- Maintain regular, effective and meaningful contact with children, young people and carers.
- Ensure that case plans are regularly reviewed and facilitate the attendance of all key stakeholders at relevant meetings including case conferences and reviews.
- Facilitate, support and supervise when necessary, contact between children and young people placed in care and their siblings, birth families and significant others in accordance with court orders, case plans and reviews.
- Assist with the planning and implementation of KARI OOHC social events for carers, children and young people and with the development of KARI community based initiatives and programs.
- Assist with on call duties as requested by OOHC Management.
- Encourage service users, carers and other agencies to provide feedback.
- Contribute to the Office of The Children's Guardian's accreditation procedure and file audit processes.
- Attend monthly supervision meetings with your Line Manager and complete the tasks identified at these meetings. Identify personal learning needs and give feedback on the service including the identification of gaps and areas for improvement.
- Attend any KARI meetings as requested by your Line Manager.
- Undertake and participate in regular evaluations of the service and take part in annual appraisals of staff performance and team planning days.
- Undertake specific tasks allocated by your Line Manager relating to the promotion of the service and the enhancement of the partnership between the team and key stakeholders.
- Contribute to the development and maintenance of a positive, supportive and collaborative team environment including the ongoing learning of all team members through the sharing of ideas and feedback from training.
- Advocate for KARI and Aboriginal people, children and young people in the sector.
- Other duties as directed.

### 3. ELIGIBILITY REQUIREMENTS

- Aboriginality.
- Possession of a current NSW Drivers License – minimum P2.
- Ability to work flexible hours as required and to be on call.
- Willingness to undertake a working with children check.

### 4. SELECTION CRITERIA

- Qualifications which may include University or TAFE certification that is relevant to the position, and/or extensive life skills.
- Demonstrated knowledge and understanding of the issues affecting Aboriginal communities, families and children.
- Experience working with children, adolescents, families and communities.
- Demonstrated time management skills.
- Demonstrated understanding of a strengths based framework.
- Demonstrated verbal communication and interpersonal skills.
- Demonstrated report writing skills.
- Knowledge and understanding of the Children and Young Person (Care and Protection) Act 1998.
- Experience working within a case management model and/or OOHC.
- Experience working in or with an Aboriginal community.
- Good computer skills with knowledge of the Microsoft Office package of tools, Outlook and capacity to navigate the internet for work purposes.
- Ability to respect and work within the values of KARI and commitment to reflecting and adhering to KARI'S policies and procedures.
- Ability to work co-operatively and respectfully with team members, foster carers, families and professionals from various agencies and cultural backgrounds.



In signing this Job Description, the employee acknowledges that they have read the document and understand its contents.

Employees Name:			
Signature:		Date:	
Authorised KARI Representative Name:			
Signature:		Date:	

<b>APPROVED TO SAVE ON POLICY DRIVE AND DISTRIBUTE TO STAFF:</b>			
<b>CASEY RALPH – CEO:</b>		<b>DATE:</b>	