

## JOB DESCRIPTION AND STATEMENT OF DUTIES

<b>JOB TITLE:</b>	Family Preservation Caseworker - OOHC
<b>TEAM:</b>	Restoration Unit OOHC
<b>LINE MANAGER:</b>	Family Preservation Manager Casework OOHC
<b>KEY RELATIONSHIPS:</b>	The Family Preservation Caseworker will maintain primary relationships with the Family Preservation Manager Casework, Restoration Unit Manager, Regional OOHC Manager, other members of the KARI OOHC team, the children, young people, birth families and relevant NSW Community Services child protection teams and external stakeholders
<b>TERMS AND CONDITIONS:</b>	Full Time as per contract, guided by NSW Social, Community, Home Care and Disability Services Industry Award 2010.
<b>BASE SALARY:</b>	\$70,000 (Level 1)
<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 Family Preservation Caseworker is responsible for working with children and young people and their families within KARI's Family Preservation program.

This position must demonstrate a commitment to best-practice casework.

### 2. DUTIES AND RESPONSIBILITIES

- Work intensively with vulnerable families to meet their case plan goals to ensure their children remain at home.
- Complete high-level reports for court.
- Undertake and meet all case management responsibilities in relation to individual children and young people and their birth families.
- Complete all relevant KARI documents for each family within the given timeframes and all other paperwork relevant to the role.
- Maintain files to the OCG standard for accreditation.
- Maintain regular, effective and meaningful contact with children and young people, families and key stakeholders.

- Participate in case plan meeting and family led decision-making processes such as Family group Conferencing (FGC) as required.
- Ensure that case plan goals are regularly reviewed and facilitate the attendance of all key stakeholders at relevant meetings and reviews.
- Participate in the on-call roster that provides out of hours emergency support to children and young people and their birth families.
- Network with appropriate stakeholders to establish relationships and ensure case plan goals are met. Where appropriate coordinate referrals to services
- Attend monthly supervision meetings with your line manager and complete the task identified at these meetings. Identify personal learning needs and give feedback on the service including the identification of gaps and area for improvement.
- Attend monthly group clinical supervision to ensure best practice service delivery.
- Attend any KARI meeting as requested by your Line Manager.
- Undertake annual appraisals of staff performance and team planning days.
- Undertake specific tasks allocated by your Line Manager relating to promotion of the service and the enhancement of partnerships between 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 and their birth families.
- Other duties as directed.

### **3. ELIGIBILITY REQUIREMENTS**

- Aboriginality.
- Possession of a current NSW Driver's License – minimum P2.
- Ability to work flexible hours if required and to be on call.
- Willingness to undertake a Working with Children Check.
- Commitment to supporting all contracted regions and undertaking regular travel throughout metropolitan Sydney.

### **4. SELECTION CRITERIA**

- Qualifications that may include University or TAFE certification relevant to the position, and/or extensive life skills.

- Demonstrated knowledge and understanding of the issues affecting Aboriginal communities, families and children.
- Demonstrated experience working with birth families experiencing significant intergenerational trauma.
- Demonstrated knowledge and understanding of the impact that Drugs & Alcohol, Mental health and Domestic Violence has on families.
- Experience working with children, adolescents, families and communities and the ability to build rapport and trust.
- Willingness to work across a broad geographical area to support families in all contracted regions; inclusive of contact visits, meetings and home visits throughout Metropolitan Sydney.
- Demonstrated time management skills.
- Demonstrated understanding of a strengths-based framework and sound ability to collaborate with vulnerable people.
- Strong verbal communication and interpersonal skills when working with clients who are highly stressed and significantly impacted by trauma.
- Demonstrated high level report writing skills.
- Knowledge and understanding of the children and Young Person (Care and Protection) Act 1998.
- Experience working within OOHC or a similar human centred case management model.
- Experience working with Aboriginal people or within the Aboriginal community.
- Good computer skills with knowledge of the Microsoft Office; including Outlook and capacity to navigate the network for work purposes.
- Ability to respect and work within the values of KARI and commitment to KARI's policies and procedures.
- Ability to work co-operatively and respectfully with team members, families, foster carers 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:	
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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>	