

JOB DESCRIPTION AND STATEMENT OF DUTIES

JOB TITLE:	Not In Placement (NIP) Caseworker
TEAM:	Permanency Support Program (PSP)
LINE MANAGER:	Quality and Compliance Manager
KEY RELATIONSHIPS:	The NIP Caseworker will sit within the Placement team and maintain primary relationships with the Quality and Compliance Manager and all other members of the KARI PSP teams; including children, young people, foster carers, birth families and DCJ stakeholders
BASE SALARY:	\$72,000 (Level 1)
TERMS AND CONDITIONS:	Full Time as per contract, guided by NSW Social, Community, Home Care and Disability Services Industry Award 2010.
PACKAGE BENEFITS:	9.5% Superannuation paid to company of employees choice. Option for salary sacrifice paid to any employee debt or bill.

1. JOB PURPOSE

The NIP caseworker is responsible for supporting a caseload of children who are Away From Placement (AFP) or Not in Placement (NIP). This role will ensure that children achieve a suitable permanency option; either entering an authorised placement or a suitable therapeutic care model. The position will support KARI to fulfil its responsibilities both legislatively and as directed by the Office of the Children’s Guardian and Department of Communities and Justice service guidelines. This person will oversee ChildStory reporting and liaise between KARI’s support programs to ensure our most vulnerable children are well supported.

2. DUTIES AND RESPONSIBILITIES

- Provide intensive case management to a cohort of vulnerable children who are not in an authorised placement.
- Triage and refer families within KARI’s services and to external services in-line with securing permanency and safety.
- Work collaboratively with allocated caseworkers to prevent children entering unauthorised placements. Support casework that aims to return children into appropriate placements and stable environments.

- Build networks with other service providers to ensure an appropriate referral pathway exists for children with complex needs.
- Oversee risk and ensure child safety concerns are mitigated and appropriately reported.
- Manage key contractual reporting and ensure accurate information is recorded on Childstory and KARI systems to support the Business and Finance team.
- Liaise with KARI support teams to explore provisional authorisations, family finding, Family Group Conferencing, targeted recruitment initiatives and other interventions that may secure appropriate placement options.
- Ensure that case plans are regularly reviewed and facilitate the attendance of all key stakeholders at relevant meetings.
- Work collaboratively with DCJ to frequently discuss children's needs and ensure they do not suffer systems abuse
- Represent KARI at District Panel meetings and other key reviews.
- Access a range of relevant community resources, particularly in the areas of drug and alcohol services, mental health, legal assistance, income support, employment service providers, training and accommodation, family assistance and permanent housing options for our young people.
- 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.
- Provide high-level written reports and detailed updates to DCJ as required.
- 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 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 and their birth family.
- Other duties as directed.

3. ELIGIBILITY REQUIREMENTS

- Aboriginality
- Qualifications which may include University or TAFE certification that is relevant to the position. Minimum qualification for this position is at Diploma level.
- High Level demonstrated knowledge of the PSP sector and legislation; as well as knowledge of funding and contractual requirements within the program.
- Ability to work flexible hours as required.
- Possession of a current NSW Driver’s License – minimum P2.
- Willingness to undertake a National Police check
- Willingness to undertake a Working with Children Check.

4. SELECTION CRITERIA

- Excellent time management skills and an ability to manage competing priorities.
- Excellent verbal communication and interpersonal skills.
- Qualifications which may include University or TAFE certification that is relevant to the position.
- Demonstrated knowledge and understanding of the issues affecting Aboriginal communities, families and children and experience working in or with an Aboriginal community.
- Demonstrated knowledge and understanding of the affects Drug & Alcohol, Mental Health and Domestic Violence on families
- Knowledge and understanding of issues related to children and young people and their families who have experienced trauma, attachment and relationship difficulties
- Experience working within a case management model and/or OOHC.
- Competence in identifying and responding to risk.
- Demonstrated understanding of a strengths-based framework.
- Demonstrated high-level report writing skills and attention to detail.
- Good computer skills with knowledge of the Microsoft Office package of tools. An ability to understand and interpret data and produce financial reports.
- Ability to make high level submissions and track data reporting.

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:	

APPROVED TO SAVE ON POLICY DRIVE AND DISTRIBUTE TO STAFF			
CASEY RALPH – CEO:		DATE:	