

# Job Profile

<b>Division</b>	Home Based Care
<b>Job Title</b>	<b>SOCIAL WORKER CLASS 3</b>
<b>Immediate Manager</b>	Home Based Care Team Leader
<b>Manager-one-removed</b>	<b>Manager, Home Based Care</b>

## Job Purpose

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The goal of Home Based Care (Foster Care) is to provide temporary or longer term care for children and young people in a safe and nurturing home, during a time when they cannot live with their family. The care may be general Foster Care, Intensive Home Based Care (for children with emotional damage and/or disabilities) and Sibling Groups

Most of the children and families involved in the program are considered "at risk" and the majority of these children and young people are the subject of child protection orders through the Melbourne Children's Court. Home Based Care staff endeavour to work towards reunification of children with their families wherever this is in their best interest. The safety and well being of children and young people is the primary focus of the Home Based Care service

Oz Child Home-Based Care is the major provider of foster care in the Southern Metropolitan region and is one of the largest home based care programs in Victoria, providing around 170 placements on any one day

The position is accountable to and works directly under the Foster Care Team Leader. The purpose of the position is to provide case work services, including the assessment of referrals, support for families using the service, support of caregivers including participating on the on call roster and liaison with relevant agencies. In addition you will be required to provide assistance with team mentoring and assistance to the Team Leader, supervision as required, caregiver orientation / training and assessment, peer support and input into policy and program development.

## Structure

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The Southern Services Structure and its relationship to the broader organisation is as follows:

- Level 1: CEO
- Level 2: General Manager – Southern Services
- Level 3: Manager, Home Based Care
- Level 4: Team Leader, Home Based Care
- Level 5: Social Worker Class 3

## Key Selection Criteria

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KSC	Priority	Area of responsibility	KSC Measurement Areas
<b>Technical</b>			
<i>This includes direct technical output of tasks appropriate to role, the developing and enhancing of technical knowledge, establishing and monitoring technical systems, and managing relationships with external and internal stakeholders. The specific Technical accountabilities are:</i>			
<b>1</b>		<b>Referrals</b> <ul style="list-style-type: none"> <li>• To receive referrals from the duty worker after an initial assessment has deemed that foster care is an appropriate response.</li> <li>• To liaise with the duty worker in</li> </ul>	Team Leader reports that the Social Worker: <ul style="list-style-type: none"> <li>• Demonstrates an understanding of placement matching factors</li> <li>• Provides effective support to duty worker in managing referrals</li> </ul>

		<p>relation to placement matching.</p> <ul style="list-style-type: none"> <li>To consult with the Team Leader in relation to placement matching</li> </ul>	<ul style="list-style-type: none"> <li>Ensures that all newly allocated referrals are given the highest priority and responded to according to the urgency required.</li> <li>Ensures that all referrals are matched and documented, according to the agency's policy and procedures, including a review at 3 weeks.</li> </ul>
		<p><b>Casework for Placements</b></p> <ul style="list-style-type: none"> <li>To ensure that casework is based on understanding of theoretical framework that informs practice.</li> <li>To arrange and manage all aspects of placements for children and young people in foster care.</li> <li>To provide case management to complex home based care placements</li> <li>To organise Individual Placement Plan (IPP) meetings.</li> <li>To chair Individual Placement Plan (IPP) meetings as required</li> <li>To provide reports and evidence to the Department of Human Services and the Courts as requested for children subject to Children's Court Orders.</li> </ul>	<p><b><u>Casework Placement effectiveness:</u></b> Team Leader reports that the Social Worker:</p> <ul style="list-style-type: none"> <li>Ensures all placements are made in accordance with the policies and procedures of the program.</li> <li>Demonstrates advanced case work skills and has the capacity to develop individual care plans for the child / young person</li> <li>Effectively liaises with other service providers to meet the needs of the child / young person as identified in the care plan</li> <li>Ensures that children and young people are visited on a regular basis and that individual work is undertaken (based on assessed need, consultation with Team Leader and in accordance with the standards outlined in the HBC manual)</li> <li>Ensures all placements have an IPP plan in place and are reviewed regularly.</li> <li>Demonstrates integration of theory and practice.</li> <li>Undertakes co working of complex cases with Class 2 and Class 1 workers</li> <li>Ensures reports are concise, clearly written and analytical, and draft reports are presented to Team Leader 5 working days prior to due date.</li> </ul>
		<p><b>Caregiver Support</b></p> <ul style="list-style-type: none"> <li>To provide on-going support to Caregivers.</li> </ul>	<p>Team Leader reports that the Social Worker:</p> <ul style="list-style-type: none"> <li>Visits caregivers on a regular basis (based on assessed need, consultation with Team Leader and in accordance with the standards outlined in the HBC manual)</li> <li>Maintains regular contact with caregivers who do not have a placement (available or on hold)</li> <li>Ensures caregivers are responded to in a timely manner</li> <li>Ensures that carers are supported and needs met in the absence of the allocated worker and / or team leader</li> <li>Conducts Caregiver Reviews in accordance with HBC policy manual.</li> <li>Ensures placement evaluation forms are completed and reflect positively on agency support.</li> <li>Ensures caregivers are not leaving the program due to feeling unsupported</li> </ul>

			<p>by the agency.</p> <ul style="list-style-type: none"> <li>Encouragement is provided to caregivers to attend on-going training.</li> </ul>
		<p><b>Recruitment, training &amp; Assessment</b></p> <ul style="list-style-type: none"> <li>To assist with the Recruitment, Training and Assessment team</li> <li>To lead and co-ordinate ongoing training for caregiver</li> </ul>	<p><b><u>Recruitment, Training and Assessment Effectiveness</u></b></p> <p>Team Leader reports that the Social Worker:</p> <ul style="list-style-type: none"> <li>Complies with all policies and procedures in relation to Recruitment, Training and Assessment.</li> <li>Participates in caregiver orientation (information nights and training sessions)</li> <li>Undertakes joint assessments with Class 1 and Class 2 workers</li> <li>Undertakes complex assessments including permanent care assessments</li> <li>Facilitates and provides ongoing training for Oz Child Home Based Care volunteer caregivers</li> </ul>
		<p><b>Management, Leadership and Peer Support</b></p> <ul style="list-style-type: none"> <li>To manage and support the team in the Team Leaders absence</li> <li>To provide a mentoring role to Class 1 and Class 2 workers</li> <li>To provide peer support to other members of the team</li> <li>To provide support and assistance to the Team Leaders and Managers</li> <li>To actively contribute to positive morale with the Home Based care Program</li> <li>To provide internal training to Oz Child staff</li> <li>To provide supervision (including informal and live supervision) as agreed with the Team leaders and Managers</li> </ul>	<p>Team Leader reports that the Social Worker:</p> <ul style="list-style-type: none"> <li>Provides support and assistance to Team Leader.</li> <li>Buddies workers and contribute to the team by providing support/assistance and mentoring to peers (including preparation for and attendance at court and co-working complex cases).</li> <li>Provides a significant contribution in relation to the induction of new staff</li> <li>Accompanies and assists staff / team members with regards to managing complex case issues (including allegations of abuse in care, placement disruptions) and provides subsequent support and debriefing following a difficult meeting or visit</li> <li>Provides feedback to the Team Leader regarding any staff, team, client or caregiver issues as appropriate.</li> <li>Takes a leadership role with staff and team meetings</li> <li>Contributes to positive solutions regarding complex case issues in practice discussions.</li> <li>Supervises students and provides assistance in the development of the student unit (including the provision of group supervision for students)</li> </ul>
		<p><b>Policy and Program Development</b></p> <ul style="list-style-type: none"> <li>To participate in policy and program development internally and externally</li> </ul>	<p>Team Leader reports that the Social Worker:</p> <ul style="list-style-type: none"> <li>Is able to identify areas of policy or program development that workers have contributed to.</li> <li>Provides services according to the Home Based Care Policies and Procedures Manual.</li> <li>Undertakes portfolio responsibilities (including student unit and working</li> </ul>

			<ul style="list-style-type: none"> <li>parties)</li> <li>Represents Oz Child on regional and statewide reference groups or network meetings</li> </ul>
<b>PEOPLE</b>			
		<p>Manage own performance and improvement including:</p> <ul style="list-style-type: none"> <li>Effective participation in the Oz Child Staff Appraisal Process</li> <li>Taking personal accountability for own behaviour consistent with Oz Child's values and policies</li> <li>Contribute to the effectiveness of site by offering ideas for improvement</li> <li>Listen to others ideas for improvement and have informed opinions about their merit.</li> </ul>	<p>Team Leader reports that the Social Workers relationship with site staff is satisfactory or better</p> <p>Team Leader and managers say that site staff report that the Social Worker:</p> <ul style="list-style-type: none"> <li>Actively participates in meetings</li> <li>Offers valuable contributions and support when needed</li> <li>Shares knowledge and ideas</li> <li>Shares relevant information to allow others to do their work effectively</li> </ul> <p>Other divisions of Oz Child report that their relationship and interaction is satisfactory or better.</p> <p>Team Leader reports that the Social Workers relationship with key external stakeholders is satisfactory or better.</p>
<b>SCHEDULING</b>			
		<ul style="list-style-type: none"> <li>Plan optimal use of time on a day to day basis</li> <li>Completes self development plans</li> <li>Uses acceptable behaviours</li> <li>Set priorities</li> </ul>	<ul style="list-style-type: none"> <li>Completes assigned tasks in full within agreed time-limits</li> </ul> <p>Team Leader reports that the Social Workers:</p> <ul style="list-style-type: none"> <li>Self development action plans completed appropriately</li> <li>Behaviour is consistent with Oz Child's values, policies, procedures and contractual requirements</li> <li>He/she uses time well and sets priorities to manage own workload</li> </ul>

## **Key Job Relationships**

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### Internal

- Team Leader
- Home Based Care Manager and Assistant Manager
- Colleagues including Intake and Recruitment Assessment and Training (of carers) team

### External

- Department of Human Services: Child Protection
- Carers
- Clients
- Other organisations

## **Qualifications & Experience**

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## **ESSENTIAL**

- A qualification in Social Work (eligibility for the AASW and for current practice as a professional Social Worker)
- Previous experience in the child welfare field.
- Minimum of three years experience in the home based care field.
- Advanced case management skills.
- A current driver's licence
- A satisfactory police and medical check. (Requested on offer of the position).

## **DESIRABLE**

- Understanding of theoretical frameworks relevant to children in alternative care.
- Knowledge of child protection and issues in relation to children at risk.
- Comprehensive intake and assessment skills.
- Knowledge of family functioning.
- Ability to liaise with families, carers and professionals
- Demonstrated interest in and ability to work with children and young people.
- Effective use of conflict resolution.
- Highly developed verbal and written communication and interpersonal skills
- Willingness to work flexible hours.
- Ability to work as part of a team and provide mentoring to team members.
- Knowledge of the Children and Young Persons Act 1989.
- Ability to manage multiple priorities and projects, multi task and be highly organised
- Ability to show integrity to be trusted to maintain confidentiality and privacy

## **Conditions of Employment**

The position may be based at the Dandenong or Frankston office. Full time staff are paid for 76 hours a fortnight. In order to perform the duties of the role effectively you may be required to work additional hours or vary your working times as appropriate and necessary from time to time. Oz Child has a flexible approach to hours of work. Overtime is not payable, however time in lieu can accrue in accordance with the Oz Child Certified Agreement.

Salary for the position will be based on the appropriate rate in accordance with the Social and Community Services – Victoria Award.

Oz Child has very generous salary packaging provisions for staff, permitting staff to salary package up to \$16,050 per annum. This provides considerable tax savings to our staff. Staff may also elect to package up items such as lap-tops and PDAs; this is addition to the salary packaging.

Oz Child's Certified Agreement contains above award conditions including 6 weeks paid maternity leave, generous sick and carers leave and additional public holidays at Christmas and Easter.

Superannuation is paid according to the Superannuation Guarantee (9%) but there is no limit to the amount staff may elect to salary sacrifice to a superannuation fund of their choice. Oz Child offers staff choice of superannuation fund.

## **Application Procedures**

Applicants are required to complete an 'Application for Employment' form, a copy of their resume, with a covering letter addressing each of the key selection criteria of the position.

For further information please telephone \*\*\*\*\* on \*\*\*\*\*.

## **At Interview:**

Applicants will be requested to complete a police check at interview and will be expected to provide a clear working with children check. Police Check forms for unsuccessful applicants will be destroyed. Oz Child conducts thorough reference checks – you will be asked to provide contact details of three referees, one of which is to be your most recent supervisor or manager. You will also be required to provide a copy of your qualification. Again, if unsuccessful the copy will be destroyed.

**Closing Date:**

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**Forward application to:**

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