



# Abcare

Coffs Harbour Aboriginal Family Community Care Centre Inc.

Coffs Harbour Aboriginal Family Community Care Centre (ABCARE) is a not for profit community based Aboriginal organisation incorporated under the Associations Incorporation Act, 1984 (NSW). The organisation is primarily funded by the NSW Community Services and Australian Government.

## POSITION DESCRIPTION

### Position

Caseworker - Out of Home Care (OOHC)

### Location

Abcare Office-Community Village Earl Street Coffs Harbour NSW 2450

### Reporting and working relationships

This position reports directly to the Abcare OOHC Manager

### Salary and award

This position has been classified under the Social, Community, Homecare and Disability Award

### Duty statement

The position will be based at Abcare Coffs Harbour with a case load in the Clarence Valley area. The position will be responsible for the delivery and continued improvement of the OOHC service and program implementation for Aboriginal children and young people and the Aboriginal community.

To support and monitor Aboriginal children and young people placed in the Out of Home Care Program. Promote self-determination of Aboriginal children/young people and carers, managing and planning for the day to day care and issues that arise. Promoting safe and loving care and protection to the children and young people in our care, in accordance with legal and best practice requirements.

## 1 Employee Management/Networking

- 1.1 Networking and Communication
- 1.2 Liaise with government and non-government agencies and the Abcare Board of Management as required.
- 1.3 Advocate for Abcare and children and young people in the sector.



## 2 Administration

- 2.1 Meet all case management responsibilities in relation to individual children and young people allocated by the OOHC Casework Manager.
- 2.2 Complete all relevant **documentation relevant to the position on the child and young person.**
- 2.3 **Assess potential Aboriginal Foster Carers for eligibility through the completion of Abcare referral forms and gathering of further background information where able and appropriate.**
- 2.4 Attend appropriate forums, events, training and meetings as directed by the OOHC Manager, CEO or Board of Management.
- 2.5 Assess, plan, implement and evaluate children and young person's care and needs using a case-management approach.
- 2.6 Annual placement reviews with children and young persons and carer.
- 2.7 Minimum monthly home/school visits to assess and monitor the child in care
- 2.8 Provide monthly reports to the OOHC Casework Manager on activities undertaken and any issues identified.
- 2.9 Provide monthly reports to the Abcare Board of Management.
- 2.10 Representing Abcare at various meetings and events as advised by the OOHC Casework Manager and CEO.
- 2.11 Ensure information is kept private and confidential at all times
- 2.12 Provide annual reports (Client/Foster Carer cases to CEO for the Management Committee)
- 2.13 Liaise with other relevant service providers/ health care/ educational professional when required.
- 2.14 Report any concerns directly to the OOHC Casework Manager/CEO immediately.
- 2.15 Participate in Case planning as required.
- 2.16 Communicate effectively with other employees, this includes OOHC team meeting.
- 2.17 Participate in appropriate workshops, education forums to maintain and develop professional skills and knowledge when required.
- 2.18 Support OOHC Casework Manager to achieve project outcomes.
- 2.19 Contribute to the Office of The Children's Guardian's Accreditation program and file audit processes.
- 2.20 Maintain professional standards of practice contained in the Personnel, Professional Conduct Policy.
- 2.21 Work within Abcare's Code of Conduct and Ethics at all times.

- 2.22 Record tasks within case plans, identify responsibilities and meet the goals of the case plans within the agreed timeframes.
- 2.23 Attend all relevant meetings in relation to a child or young person such as case conferences, reviews etc.
- 2.24 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, contact plans and reviews.
- 2.25 Attend monthly supervision meetings with the OOHC Casework Manager and complete the tasks identified at these meetings. Identify personal learning needs and give feedback on the service including the identification of gaps/areas for improvement.
- 2.26 Plan and implement annual social events for carers and children and young people and assist with the development of Abcare community based initiatives and programs
- 2.27 Undertake on call duties on a rotational basis
- 2.28 Undertake and participate in regular evaluations of the service and take part in annual appraisals of staff performance and team planning days.
- 2.29 Perform other duties as directed.

### **3 Workplace Health & Safety**

- 3.1 Responsible for personal health and safety.
- 3.2 Comply with Abcare policies and procedures in relation to WHS and Injury management activities, responsibilities and policies.
- 3.3 Report accident/incident information promptly to the OOHC Casework Manager or designated Workplace Health and Safety Officer.
- 3.4 Undertake safe work practices in keeping with WHS policy to ensure the safety and security of children, young people, carers, one's personal and all other staff's safety and security.

### **4 Team**

- 4.1 Read/understand and comply with all of Abcare policies and procedures.
- 4.2 Carry out all duties in a manner consistent with Abcare's vision statement, aims and objectives, ethical practice.
- 4.3 Share knowledge and skills across the organisation and generally contribute as a member of a team to the smooth operation and good reputation of Abcare.
- 4.4 Participate in supervision and performance appraisals.
- 4.5 Participate in relevant conferences and training to ensure the necessary skills and knowledge are held to fulfil the position requirements.

- 4.6 Participate, travel and report back at team meetings on training and conferences outside of the Coffs Harbour Local Government Area.
- 4.7 Undergo Criminal and Working With Children's Checks (WWCC) in accordance with legal requirements.
- 4.8 Participate in all team building and staff development days.
- 4.9 Attend all staff and team meetings when required.
- 4.10 Present at office 8:00am to 4:00pm.

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I have read all the requirements which I will comply with and I understand that all information collected from me will be kept confidential, I agree to the terms and condition of my employment here at ABCARE and working with the Aboriginal children and young people.

..... Date:...../...../.....  
Employee Signature

.....  
Print Name

..... Date:...../...../.....  
OOHC Manager



# Abcare

Coffs Harbour Aboriginal Family Community Care Centre Inc.

## Coffs Harbour Aboriginal Family Community Care Centre (Abcare)

### Selection Criteria

#### Caseworker- Out of Home Care

##### Essential Criteria:

- Aboriginality (documented)
- Experience in child protection, foster care support, out of home care
- Relevant experience in Case Management
- Strong computer skills and ability to provide accurate reports through use of Microsoft Office programs, Data base.
- Strong interpersonal and communication skills
- Knowledge of NSW Office of the Children's Guardian OOHC Benchmark Standards.
- Ability to effectively work independently and as part of a team and follow Abcare's Policies and Procedures
- Ability to work to plans and effective time management
- Current NSW Drivers Licence
- Ability to work On Call on a rotation basis

##### Desirable Criteria:

- Experience in working in or with an Aboriginal organisation
- Tertiary qualifications in relevant Human Services field or equivalent knowledge and experience.
- Relevant experience in working in the OOHC case management field.
- **Notes:** The position is 35 hours per week and has been classified under the Social Community, Home Care and Disability Award. Salary Packages includes annual salary, employer's contribution to superannuation and annual leave loading. Attractive Salary Packages with a \$16,000 per annum tax free component will be negotiated with the successful applicant and will be based on qualifications and experience.

A Satisfactory NSW "Working with Children Check" and federal "Criminal Record Check" applies for this position. An applicant's race is a genuine occupational qualification and authorised by Section 14 (d) of the Anti – Discrimination Act 1977 (NSW).

Enquiries and Information Pack: contact Ms Belinda Jackson- Abcare OOHC Manager on (02) 66483678 email: [Belinda@abcare.org.au](mailto:Belinda@abcare.org.au). Applications should be addressed to the Chairperson Abcare Po Box 521, Coffs Harbour NSW 2450 and marked "Confidential"

**Closing date for applications: Friday 4 September 2015 4pm.**