

Position Description Social Worker/Case Manager

Program	Disability Services
Job Title	Case Manager
Position:	SCHADS Award Level 5 or 6
Location	Mornington
Immediate Supervisor	Team Leader – Disability Services
Manager-one-removed	Assistant Manager, Disability Services

Disability Service Program Context:

OzChild's Disability Services provide support to children and young people with disabilities and their families in times of stress or when a regular break is needed. All services provide an opportunity for the child to develop to their full potential while supporting their family.

Our aim is to increase recreational, social and care options for children and young people with disabilities and to provide respite and support for their families.

Disability Services achieves the above aim by way of the following programs:

- Family Options
- Family Choices
- Flexible Respite Options
- Recharge
- Interim Placement
- Support and Choice
- Futures for Young Adults
- Interchange Recreational
- Interchange Host

Purpose of position:

The position is accountable to and works directly under the Team Leader. The purpose of the position is to provide direct client support and program development in one or more of the above programs. All programs support families of children with disabilities either through case management services and/or provision of in home and out of home family based respite or long term care.

The following Key Effectiveness Areas have been identified:

KEA	Priority	Area of Responsibility	Performance Indicators
KEA#1 Case Management / Case Work	1	<ul style="list-style-type: none"> <input type="checkbox"/> To provide efficient and effective case management / case work to children with high needs and their families <input type="checkbox"/> Provide ongoing monitoring and review of placements as allocated <input type="checkbox"/> Arrange and ensure that long-term family care-givers have regular access to home based respite <input type="checkbox"/> Encourage and support ongoing contact between birth families and children with high support needs <input type="checkbox"/> Manage budgets associated with the needs of children <input type="checkbox"/> Complete documentation as required <input type="checkbox"/> Prepare written reports as necessary <input type="checkbox"/> Participate in care planning meetings as required 	<ul style="list-style-type: none"> <input type="checkbox"/> Administration of client files <input type="checkbox"/> CRISSP is maintained <input type="checkbox"/> Recording of case notes, preparation of thorough written reports <input type="checkbox"/> A professional relationship with children, their families and carers is developed and maintained
KEA#2 Participation in carer recruitment, assessment, matching and support	2	<ul style="list-style-type: none"> <input type="checkbox"/> Participate as required in recruitment of carers <input type="checkbox"/> Participate in carer training as required <input type="checkbox"/> Conduct carer assessments and present reports to accreditation panels <input type="checkbox"/> Participate in appropriate matching of carers <input type="checkbox"/> Support carers when matched to child and family 	<ul style="list-style-type: none"> <input type="checkbox"/> Administration of carer files <input type="checkbox"/> Demonstrated assessment skills in relation to appropriateness of carers <input type="checkbox"/> Demonstrated understanding of family and carers needs in matching <input type="checkbox"/> Provision of appropriate, sensitive and accessible support to carers
KEA#3 Liaison and where appropriate advocacy for services	3	<ul style="list-style-type: none"> <input type="checkbox"/> Liaise with appropriate agencies to monitor the well being and development of the child with the disability – e.g. schools, council, respite family etc <input type="checkbox"/> Assist families to identify their support needs and advocate for families when appropriate 	<ul style="list-style-type: none"> <input type="checkbox"/> Provision of appropriate case assistance for families identifying their support needs <input type="checkbox"/> Development of appropriate relationships with external agencies
KEA#4 Administration and assessments	4	<ul style="list-style-type: none"> <input type="checkbox"/> Write carers assessments <input type="checkbox"/> Provide quarterly client reports to the team leader <input type="checkbox"/> Keep up to date statistics and program reports <input type="checkbox"/> Present reports to the carer accreditation panel <input type="checkbox"/> Participate in training for carers <input type="checkbox"/> Maintain regular phone contact with carers 	<ul style="list-style-type: none"> <input type="checkbox"/> Quarterly reports are submitted in a timely manner and to an acceptable standard <input type="checkbox"/> Provision of professional reports <input type="checkbox"/> Client and program statistics are maintained <input type="checkbox"/> Communication and contact with carers is of a high standard

KEA#5 Participation in team and organisational activities and standards	5	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in team meetings and individual supervision <input type="checkbox"/> Promote team work through the sharing of skills and knowledge <input type="checkbox"/> Participate in training opportunities and staff development to enhance skill and knowledge base of self and team <input type="checkbox"/> Awareness of and commitment to service delivery which is in accordance with OzChild's mission and strategic plan <input type="checkbox"/> Make decisions with the best interest of the child paramount <input type="checkbox"/> Adherence to organisational policies and procedures 	<ul style="list-style-type: none"> <input type="checkbox"/> Contributes to team sharing of knowledge, ideas and expertise <input type="checkbox"/> Commitment to ongoing professional development, with participation in staff development and training <input type="checkbox"/> Open communication with supervisor and team <input type="checkbox"/> Administration responsibilities are maintained
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Key Relationships

- Team Leader
- Disability Services Manager
- Colleagues and other OzChild staff
- Department of Human Services: Disability Services
- Carers
- Clients
- Other organisations

Qualifications and Experience

Essential

- A qualification in Social Work approved by the AASW for current practice as a professional Social Worker or equivalent
- Developed family assessment and support skills
- Good interpersonal, organisational and team work skills
- Knowledge of child development and developmental delay/ disability
- Experience in case management
- Outstanding communication skills.
- Excellent written skills.
- Willingness to work flexible hours.
- Ability to work as part of a team.
- A current driver's licence
- A satisfactory police and working with children check (Requested at interview).

Desirable

- Understanding of theoretical frameworks relevant to children in alternative care.
- Experience in grief and loss counselling
- Experience in the development of care plans
- Experience in recruiting care givers and provision of training
- Experience in matching children to care givers and immediate post-placement support
- Awareness of the legislative changes

Conditions of Employment

The hours required for this position are between 60.8 to 76 hours a fortnight to (4 to 5 days per week). 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. OzChild 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, Community, Home Care and Disability Services Industry Award and will depend on experience and qualifications.

Application Procedures

Applicants are required to provide a copy of their resume, along with an expression of interest cover note.

The successful applicant will be requested to provide a copy of their qualification and complete a police check form (and provide a copy of their driver's license) and will be expected to provide a clear working with children check.

OzChild conducts thorough reference checks – you will also be asked to provide contact details of three referees, one of which is to be your most recent supervisor or manager.

After Interview:

OzChild 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.

Potentially successful applicants will also be required to provide a copy of their qualifications and complete a pre-existing injury/disease declaration. If your application is unsuccessful, all copies of documents will be destroyed.

Forward application to:

OzChild –Disability Services
947 Nepean Highway
Mornington, VIC 3931
Telephone: (03) 5975 7644 Fax: (03) 5975 4289