

## POSITION DESCRIPTION

### Post Separation Case Manager

<b>DIVISION or PROGRAM:</b>	Post Separation Case Management, Family Law Services	<b>AWARD AND LEVEL (if applicable):</b>	SCHCDS Level 4
<b>DATE OF APPROVAL:</b>	May 2020	<b>APPROVED BY (Position Title):</b>	Senior Manager Family Law Services

## PURPOSE OF THE POSITION

The purpose of this position is to provide assessment, therapeutic work and case management to clients impacted by family separation, supporting them to address issues which impact their children and parenting decisions post separation. The role of a case manager is to assist parents to remain child focussed and support their ability to maintain safe relationships in the best interests of children. These supports will be conducted in accordance with a person centred approach and CatholicCare's Mission, Vision and Principles.

## KEY ACCOUNTABILITIES

- Perform the duties of the role in accordance with CatholicCare's Mission, Vision and Guiding Principles
- To deliver a range of clinical and support services to parents and children, including assessment, therapeutic interventions, case planning and management in accordance with relevant professional practice standards
- To support parents to create child focussed, culturally effective case plans
- To maintain professional currency and familiarity with related literature and practices in relation to the provision of case management, family law and post separation services
- To maintain a focus on the safety and well being of clients and their families, underpinned by a thorough understanding of child development, individual and systemic issues, including Domestic and Family Violence
- To facilitate post separation groups for children and parents
- To maintain a good knowledge of relevant internal and external services to make client referrals as appropriate, and to work collaboratively with family dispute resolution practitioners and other colleagues providing related family law services
- To comply with all agency and program policies and procedures including all documentation and administrative tasks, such as writing case notes and data collection
- To attend and participate in individual and group clinical supervision
- To maintain a thorough and up to date understanding of the relevant provisions of the Family Law Act (1975) the Children and Young Persons (Care and Protection) Act (1998) and other relevant legislation as it applies and to operate at all times with cognizance of the legislative provisions
- To facilitate service delivery in CatholicCare offices and outreach settings as required
- To participate in local interagencies and maintain networks to promote the program and CatholicCare
- Other duties as directed from time to time.

## KEY COMMUNICATIONS

This role works closely with:

WHO	WHY
<b>Clients</b>	To provide intake, assessment, case management, referral, support, information, case planning and advocacy for clients to enhance their safety, emotional and psycho- educational well-being.
<b>Colleagues</b>	To work collaboratively to create person centred, trauma informed outcomes for all clients.
<b>Practice Manager</b>	Seek and receive guidance including clinical advice and direction, ensure accountabilities, exchange information and contribute ideas that will improve service delivery.

## KNOWLEDGE, SKILLS, QUALIFICATIONS AND EXPERIENCE (Selection Criteria)

1.	Ability to undertake the duties of the role in accordance with CatholicCare's Mission, Vision and Values
2.	Relevant tertiary qualifications in social sciences, psychology, social work and eligibility for membership with relevant professional Board or Association
3.	Demonstrated experience and skills in providing therapeutic case management services to parents with complex presenting issues including family violence, grief and loss, and high conflict
4.	Demonstrated experience in working with parental relationships, relationship breakdown and family law
5.	Demonstrated knowledge of current Child Protection Legislation and the Family Law Act
6.	Demonstrated ability to engage with and support Children and Young People
7.	Demonstrated experience and skills in working with Cultural and Linguistically Diverse Communities and with Aboriginal and Torres Strait Islander Communities
8.	Demonstrated high level verbal and written communication skills
9.	Demonstrated experience in group work facilitation
10.	A valid WWCC

\* CatholicCare reserves the right to vary this position description in response to its changing needs.