



POSITION DESCRIPTION

Position Title	Permanency Support Specialist
Reporting To	PSP Manager

PURPOSE OF THE POSITION

The Permanency Support Program (PSP) provides multidisciplinary case management and support for Aboriginal children and young people, and their foster carers as part of an integrated service response.

The Permanency Support Specialist will provide support to Permanency Support Workers (PSW) for the purpose of planning and supporting care plans for children and young people in the SCMSAC Permanency Support Program.

The Permanency Support Specialist is responsible for monitoring the achievement of best possible outcomes for Aboriginal children and young people placed in the SCMSAC Permanency Support Program.

KEY RESPONSIBILITIES & DUTIES

- Provide Support to the Permanency Support Workers to ensure all case management responsibilities are met in relation to PSW caseloads
- Ensure the completion of all relevant documents and records for each child or young person within the given time frames and all other paperwork relevant to the role in line with organisational policies and procedures
- Monitor the intake and placement referrals, and evidence referral outcomes
- Promote the maintenance of regular, effective and meaningful contact between Permanency Support Workers, and children, young people and carers
- Ensure that case plans are regularly reviewed and the attendance of all key stakeholders at relevant meetings are included
- Participate in an on call rotational roster
- Participate in monthly supervision meetings with your Team Leader and complete tasks identified in these meetings
- Contribute to The Office of the Children's Guardian accreditation procedures and coordinate file audit processes
- Undertake and participate in regular evaluations of the service and take part in annual appraisals and team planning days
- Undertake specific task allocated by your Team Leader relating to 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
- Understanding of and capacity to implement EEO, WH&S, ethical practice and principles of a culturally diverse society

- Comply with all SCMSAC Policies and Procedures
- Other duties as reasonably directed by the CEO, Executive Officer, Manager or delegate

KEY PERFORMANCE AREAS

- Each placement referral is processed & recorded with evidence of outcome that are in line with placement principles

Through the audit process, ensure:

- Each child/young person has an annual, documented, Case Plan
- Each child child/young person receives a documented monthly home visit
- Each child child/young person has an annual Cultural Support Plan
- Each child/young person has a Family Time Schedule and families are provided with at least quarterly documented progress updates about their child/ren

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Minimum Diploma qualifications in Social Work, Welfare, Community Services or related fields, and demonstrated experience in these sectors
- Minimum 5 years' experience working within a case management model in Out Of Home Care
- Demonstrated knowledge and understanding of the issues affecting Aboriginal communities, families and children specifically in relation to the placement of Aboriginal children and young people in care
- Experience working with children, adolescents, families and communities
- Experience working in or with an Aboriginal community
- Proficiency in report writing and demonstrated ability to develop, organise and maintain records and reports in a timely manner
- Working knowledge of the local and regional service networks
- Knowledge and understanding of the Children and Young Person (Care and Protection) Act 1998
- Working knowledge of the NSW Children's Guardian OOHC Standards and accreditation processes
- Clear Working with Children Check, Working with Vulnerable People Registration and National Police History Check
- Current Driver's Licence

Desirable

- Aboriginality*

PERSONAL QUALITIES AND ATTRIBUTES

- Effective time management skills and the ability to work to strict deadlines
- Excellent verbal communication skills and interpersonal skills with the ability to exercise these in a team environment
- Demonstrates flexibility and initiative in the workplace
- Effective conflict resolutions skills, negotiation, mediation and decision making skills
- Highly developed organisational skills and capacity to prioritise competing demands

RELATIONSHIPS

With	Purpose
SCMSAC CEO	The CEO may make day to day requests for support and information from the Permanency Support Specialist.
Executive Officer - PSP	The Permanency Support Specialist may receive guidance and direction from the Executive Officer – PSP and Manager PSP Support
PSP Manager	The relevant PSP Manager is the first point of contact for the overall direction of work and will provide support and supervision to the Permanency Support Specialist.
SCMSAC Supervisors, Team Leaders and Employees	The Permanency Support Specialist will interact closely with Executive Officers, Managers, Team Leader and other employees to develop and maintain effective working relationships, collaborate on matters, exchange information and provide advice and feedback
External Stakeholders	Permanency Support Specialist will develop and maintain professional connections with external stakeholders such as community service providers, health and wellbeing provider's, educational institutions and funding bodies.

EMPLOYEE'S ACKNOWLEDGEMENT AND ACCEPTANCE OF POSITION DESCRIPTION

I have read and confirm my understanding of the above position description that will apply to my employment with South Coast Medical Service Aboriginal Corporation.

Employee signature

Date

Signed and approved on behalf of SCMSAC

Date

**Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*