



POSITION DESCRIPTION

Position Title	Family Preservation Caseworker
Reporting to	Team Leader - Family Preservation
Liaises with internally	All employees
Liaises with externally	Government and non-government agencies, clients, community
Purpose of the position	This position provides intensive support services to Aboriginal children, young people and their families who are at risk of entering the Statutory Out of Home Care (OOHC) System with the goal of keeping families together.
Selection Criteria	<p>Essential Criteria</p> <ul style="list-style-type: none"> • Minimum Cert IV in Community Services or related fields, or willingness to obtain. • Demonstrated knowledge and understanding of the issues affecting Aboriginal communities, families and children - specifically Aboriginal children and young people who are at risk of entering statutory OOHC. • Experience working within a case management model. • Demonstrated capacity to work autonomously in developing and managing detailed, effective family action plans for multiple families simultaneously. • Demonstrated computer proficiency, including the use of Microsoft Office applications, clinical record and data management systems. • Proficiency in report writing and demonstrated ability to develop, organise and maintain records and reports in a timely manner. • Ability to develop productive working relationships with stakeholders, including funding bodies, peak bodies and other agencies. • Effective time management skills, the ability to prioritise and work to strict deadlines. • Effective conflict resolutions skills, negotiation, mediation, and decision-making skills. • Willingness to consent to have probity information entered onto the Residential Care Workers Register. • Current Working with Children Check, Working with Vulnerable People Registration and National Police Check. • Current Drivers Licence.

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	<ul style="list-style-type: none"> • Being vaccinated against Covid-19 is a requirement of this role, to ensure that SCMSAC fulfils its WHS obligations. The incumbent must remain up to date with current ATAGI (Australian Technical Advisory Group on Immunisation) national advice regarding vaccines and booster shots or, provide evidence exemption eligibility <p>Desirable Criteria</p> <ul style="list-style-type: none"> • *Aboriginality. • Demonstrated knowledge of relevant legislation, NSW Child Safe Standard for Permanent Care and the Family Community Services Permanency Support Program. • Demonstrated knowledge, experience and training in family preservation and restoration. • Working knowledge of the local and regional service networks.
Behaviours Required	<ol style="list-style-type: none"> 1 Innovative and strategic thinking 2 Client focused 3 Solutions driven 4 Honesty and Integrity 5 Self-motivated
Organisational Values	<ol style="list-style-type: none"> 1 Deliver excellence through quality service provision, collaboration and measuring outcomes. 2 Be passionate, caring and respectful in everything that we do. 3 Be a socially responsible, culturally supportive presence in each of our communities. 4 Be creative and flexible in our responses to community needs, listen and learn so that we can do things better. 5 Deliver quality evidence-based services with financial integrity to achieve sustainability and measurable outcomes. 6 Contribute to shared learning through research and partnerships.
Key Performance Indicators	<p>Day to Day / General</p> <ul style="list-style-type: none"> • Develop a Family Action Plan in collaboration with the family and DCJ within four weeks of being allocated the referral, and review the Family Action Plan every three months. • Ensure that Family Action Plans are reviewed with the family weekly, and evidence that the goals are being worked towards. • Ensure you undertake a minimum weekly home visit with families in the program. • Create the family file in the database within three business days of commencing.

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	<ul style="list-style-type: none"> • Complete the first section of a home visit risk assessment prior to the first home visit with a family and finalise after first home visit. • Initiate contact with the allocated DCJ caseworker within one business day of being allocated a family. • Write the Family Action Plan within 10 business days of the above meeting. • Complete pre assessment within four weeks of commencing work with the family. • Complete a post assessment within two weeks of the family exiting the program. • Case note all interactions with families and other stakeholders within three business days of the interactions. • Provide a monthly update on the family progress to DCJ via email by the 7th of each month. • Participate in rotational on call roster. • Attend relevant meetings. Be punctual, prepared, and ready to participate. • Actively participate in monthly documented support and supervision sessions. • Participate in annual performance review. • Other duties as reasonably directed by the CEO or delegate. <p>Communication and Collaboration</p> <ul style="list-style-type: none"> • Maintain client confidentiality. • Communicate in a professional and respectful manner. • Report matters in line with SCMSAC's Notifiable Events Policy. • Participate in decision-making and joint problem solving. • Build positive partnerships, both internally and externally <p>Information Technology</p> <ul style="list-style-type: none"> • Utilise IT Systems and equipment in line with SCMSAC policy and procedure. • Collect and analyse data, specific to your role. <p>Continuous Quality Improvement</p> <ul style="list-style-type: none"> • Actively participate in organisational continuous quality improvement initiatives. • Actively participate in the implementation of outcomes from program quality audits. • Ensure that you are familiar with agency and program accreditations and your obligation to uphold these in your day to day role.

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	<p>Child Safety</p> <ul style="list-style-type: none"> • Adhere to mandatory reporting requirements in line with SCMSAC Child Protection and Child Safety Policy and Procedure. • Complete centralised mandatory ROSH reporting process in line with SCMSAC Child Protection and Child Safety Policy and Procedure <p>Workplace Health and Safety</p> <ul style="list-style-type: none"> • Adhere to WHS obligations as outlined in our WHS Policies/Procedures. • Comply with relevant PPE requirements for your role. • Report all incidents, hazards and risks in line with SCMSAC Policy and Procedure.

**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.*

Employee Acceptance

I, _____, accept this description is an accurate statement of the duties, responsibilities and other requirements of the job. I have read and understood this document and agree to undertake the duties and responsibilities as listed.

Name/Role	Signature	Date
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