



POSITION DESCRIPTION

Position Title	Permanency Support Worker – Child and Family Services (C&FS)
Reporting to	Team Leader – Out of Home Care
Liases with internally	All Staff
Liases with externally	Government and nongovernment agencies, community, clients.
Purpose of the position	The Permanency Support Worker (PSW) is responsible for achieving the best possible outcomes for Aboriginal children and young people case managed by SCMSAC Out of Home Care Program.
Selection Criteria	<p>Essential Criteria</p> <ul style="list-style-type: none"> • Minimum Certificate IV in Community Services or related fields or a willingness to obtain. • 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 within a case management model. • Proficiency in report writing and demonstrated ability to develop, organise and maintain records and reports in a timely manner. • Demonstrated computer proficiency, including the use of Microsoft Office applications, clinical record and data management systems. • Ability to develop productive working relationships with stakeholders, including funding bodies, peak bodies and other agencies. • Knowledge and understanding of the Children and Young Person (Care and Protection) Act 1998 and the ability to develop an understanding of the NSW Children’s Guardian OOHK Standards. • Effective time management skills and capacity to prioritise competing demands. • Excellent communication and interpersonal skills, with the ability to exercise these in a team environment. • Effective conflict resolutions skills and demonstrated ability to have difficult conversations. • Willingness to consent to have probity information entered into the Residential Care Workers Register. • Working with Children Check, Working with Vulnerable People Registration and National Police Check. • Current Driver’s Licence. • Being vaccinated against Covid-19 is a requirement of this role, to ensure that SCMSAC fulfils its WHS obligations. The incumbent must

	<p>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> <p>Desirable Criteria</p> <ul style="list-style-type: none"> • Aboriginality* • 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"> • Monthly home visits are conducted with reports uploaded to CDS within seven days. • Ensure that CYP plans are accurate, completed and uploaded to ChildStory by their due date: <ul style="list-style-type: none"> • Case Plan • Cultural Support Plan • Futures (Leaving Care) Plan • Ensure S163 Birth Family Updates are completed quarterly. • Ensure S149 risk assessment and associated notification letters are completed prior to the expiry date of the previous assessment. • Ensure casework documentation is completed within allocated timeframes and entered onto: <ul style="list-style-type: none"> ○ F: Drive ○ CDS ○ ChildStory • Ensure appropriate referrals are made for CYP on your case load who require a Behaviour Support Plan and participate in the consultation and development of the plan.

- Maintain regular, effective and meaningful contact with children, young people, their families and carers.
- Facilitate, support and supervise family time between children and young people placed in care, with their birth families and significant others in accordance with court orders, case plans and reviews at a minimum of four times per year.
- All necessary Court documents are to be completed by the date set by the Court.
- Complete case notes for all interactions with CYPs, carers, families and other stakeholders within two days of interaction.
- Contribute to The Office of the Children’s Guardian accreditation procedures and file audit processes.
- 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.

Communication and Collaboration

- 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.

Information Technology

- Utilise IT Systems and equipment in line with SCMSAC policy and procedure.
- Collect and analyse data, specific to your role.

Continuous Quality Improvement

- 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.

Child Safety

- 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.

Workplace Health and Safety

- 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
_____	_____	_____
Name/Role	Signature	Date