



Job Description Form

Controlled Document

Title :	Assigned Case Worker	Effective Date :	October 2018
Directorate :	Out of Home Care	Team :	BYP
Reports to :	Programme Manager	Approved FTE	
Positions reporting directly to this position	No. & FTE	Other positions under control of this position	No. & FTE
Nil	Nil	Nil	Nil
Our Vision, Mission and Values <i>Why Parkerville Children and Youth Care exists</i>			
Our Vision			
To create a community that is free from child abuse so that children have the opportunity to grow to their full potential.			
Our Mission			
To protect, care, advocate and promote recovery for children and young people who have experienced trauma from abuse, to support families and to work with the community to prevent child abuse.			
Our Values			
Caring	Hope	Respect	Integrity
<i>Caring is our core value and is central to our purpose.</i>			
Commitment to Safeguarding Children and Young People			
Parkerville Children and Youth Care Inc. provides care and protection for the most vulnerable children, youth and families in the community and we are committed to keeping children safe. Therefore, in addition to the duties and responsibilities listed in this job description, you are also required to comply with our Code of Conduct and Safeguarding Practice and Behaviour Requirements of Staff.			
You will receive a copy of the guidelines and code as part of your induction. You can also access an electronic copy of this information in the HR folder			
You are also required to:			
<ul style="list-style-type: none"> • provide a welcoming and safe environment for children and young people • promote the safety and wellbeing of children and young people to whom we provide services • ensure that your interactions with children and young people are positive and safe • provide adequate care and supervision of children and young people in your charge • act as a positive role model for children and young people • report any suspicions, concerns, allegations or disclosures of alleged abuse to management • where required by your role, maintain a valid 'Working With Children' check • report to management any criminal charges or convictions you receive during the course of your employment/volunteering 			

Position Purpose *Why the job exists*

This position assumes case management responsibility for the young person and his family with a holistic and all-encompassing emphasis whilst ensuring that practices and processes within the programmes are consistent with the philosophies, ethos and values of Parkerville Children and Youth Care.

The role requires several overnight shifts per week as well as weekend overnight shifts.

Duties and Responsibilities *Key items only (do not list every task)*

1. Case Management

- 1.1 Take an active role in the assessment, intake and discharge process for children and young people.
- 1.2 Develop and implement a comprehensive, holistic and best practice care plan with young people who are at risk, homeless or at risk of homelessness, their families (where appropriate) and other stakeholders.
- 1.3 Work therapeutically with young people and their families towards either achieving reconciliation or developing alternative plans for the young people to live independently from their families.
- 1.4 Assess the family dynamics as well as other areas of young peoples' lives, looking at both strengths and restraints and developing strategies to address restraints.
- 1.5 Provide counselling and evidence-based information to young people and their families to address health issues, conflict management, communication skills, anger management and developmental issues.
- 1.6 Work collaboratively with the Department of Communities - Child Protection and Family Support and other key stakeholders.
- 1.7 Advocate for the best possible outcomes for the children and young people who are in out of home care.

2. Direct Care (Psychological and Developmental Needs of Young People)

- 2.1 Provide emotional support, encouragement and guidance, focussing on solutions to the problems.
- 2.2 Maintain a consistent environment with an established routine where expectations and consequences are clear and reality based.
- 2.3 Provide a model of socially and legally acceptable behaviour and "on-the-spot" counselling through the avenue of day to day life events.
- 2.4 Assist young people to develop recreational and social skills through activities, outings, camps, participating in community groups, classes and sporting clubs.
- 2.5 Ensure that information, resources, equipment and encouragement are provided for the young people to accomplish necessary tasks in current developmental stages.
- 2.6 Encourage self-care and promote independent living skills in all areas relevant to the young people, such as, health, dental and hygiene practises.
- 2.7 Provide opportunities for the young people to pursue religious/spiritual practises in and outside the residence in accordance with the young peoples' families beliefs or of his/her own choosing, where appropriate.
- 2.8 Ensure an appropriate level of safety for young people at home and on outings and teach young people to keep themselves safe.

3. Communication

- 3.1 Maintain daily, weekly and monthly case notes in accordance with the organisation's processes.
- 3.2 Attend required team and agency meetings. Be available for training and supervision on a regular basis. Share responsibility with supervisor to ensure that both occur, including probationary and annual performance appraisal.
- 3.3 Ensure that incident reports are written in a succinct and objective manner and forwarded in accordance with the organisation's processes.
- 3.4 Liaise with community groups in which young people are involved, as appropriate.
- 3.5 Arrange regular case discussions with Department of Communities - Child Protection and Family Support.

4. Maintenance

- 4.1 Ensure the residence is maintained and repaired appropriately.
- 4.2 Ensure that the house and outside areas are clean

5. Other

- 5.1 Commit to and participate in agency systems improvement processes.
- 5.2 Understand, support and promote the Mission and Values of Parkerville Children and Youth Care.
- 5.3 Other duties as requested by the Chief Executive, Director Out of Home Care or the Programme Manager.

Selection Criteria *Essential and desirable requirements to meet duties and responsibilities (incl. qualifications)*

The proven ability to work within and contribute to the mission and values of Parkerville Children and Youth Care underpins the position requirements outlined below and is an essential selection criterion for all Parkerville positions:

Essential

1. Associate Diploma and/ or relevant experience to undertake the range of activities required for the role.
2. Understanding and experience in case management and advocacy for youth
3. Ability to communicate with and respond to youth and families and to maintain boundaries.
4. Willingness to develop skills through further professional development in working therapeutically with youth and their families.
5. Skills in residential care, including care and maintenance of the physical environment, working with individual and groups of young people through using everyday life events and special activities.
6. Ability to document and report incidents and behaviour succinctly and objectively.
7. Strong interpersonal skills.

Desirable

1. Experience and skill in counselling.
2. Cooking
3. Experience in working alongside families using empowerment and family strengths.

Licences, Registration, Special Requirements etc.

WWC check CPFS Check Professional Registration

Provide First Aid Cert. (HLTAID003) Driver's Licence

Details or other requirements

Authorisation and Acceptance

Position authorised:

Signed _____ (Chief Executive or Delegate) Date ___/___/___

I certify that I understand and accept the requirements of this position:

Employee name _____ Signed _____ Date ___/___/___

Please return a signed copy of this form to Human Resources