



POSITION DESCRIPTION

Title:	Case Manager Out of Home Care
Classification:	Social and Community Services Employees (State) Award Grade 3
Usual work location:	Office based in Forbes, NSW with travel around the Forbes and Parkes area
Usual hours of work:	Full-time, 76 hours per fortnight, part time or job share.
Objective:	To support and plan for all aspects of case management for young people and their primary carers in a foster home and residential care setting and to aid young persons to develop life skills as they transition to independent living.

Position Responsibilities:

- To follow the principles of case management and ensure the day to day support and wellbeing of clients through casework, advocacy and planning.
- To plan and assist children and young persons to achieve age-appropriate living skills.
- To plan and assist children and young persons to develop independent skills required for Leaving Care.
- To keep accurate records, files and reporting requirements in a consistent and clear manner.
- To adhere to policy & procedures and abide by NSW OOHC standards and legislation.
- To participate in the implementation of the Sanctuary Framework.

- Participate in After hours On Call duties
- In addition to these responsibilities and duties you are expected to undertake other responsibilities and duties as requested from time to time.

Key Responsibilities

- Provide an appropriate standard of care and support which will ensure the safety and personal growth of the young people in individual care placements.
- Assist in the implementation and review of the case-plan, including attending conferences and meetings and establishing and supporting liaison with the family of young people in care.
- Assist in the development and implementation of individual programs in the areas of education, leisure, recreation, life skills and independent living skills etc for each young person in care.
- Recognise and respond to unanticipated events and requirements or sudden changes of priority within the work environment.
- Adhere to routine and follow instruction in order to ensure consistency in process and result.
- Plan, schedule and maintain meetings with clients, carers and stakeholders.
- Promote positive interpersonal relationships with clients, carers and stakeholders.
- Use self-initiative, organisational and time management skills.
- Have clear and accurate written and verbal communication skills.
- Take direction and work collaboratively within a team.

Key Behaviours:

- Client Focus - Recognizes, anticipates and focuses on specific client needs and advocates on behalf of the client.
- Communication - Communicates clearly and accurately – listens to and understands the views of others.
- Interpersonal - Establishes cooperative and productive relationships by understanding and responding to the needs of others.
- Planning and Organizing - Establishes a course of action and marshals resources to achieve a specific goal.

Key Requirements (Please address each item of Key Knowledge Areas and Key Skills in writing.)

Key Knowledge areas:

- Knowledge and understanding of NSW Child Protection legislations, Community Services and Out of Home Care.
- Knowledge of Residential and Foster care
- Complex care needs, knowledge of child and adolescent physical and emotional development in the context of past trauma and abuse

Key Skills:

- Theoretical and practical working skills related to the needs of adolescents with challenging behaviours and their families
- Effective interpersonal and team skills
- Computer literacy

Qualifications:

- Minimum of a Diploma in Community Welfare with a Bachelor Degree preferred.
- Current Drivers Licence

Experience:

- Experience in liaising with a wide range of persons, services and governing bodies.
- Working with children and families in the child welfare system.

Reports to:

Case Management Coordinator

Please return your completed application to Luke Adamson. For enquiries please contact Luke Adamson on 02 6369 9500

Applications may be emailed to:
Luke.Adamson@anglicare.com.au

Or posted to:

PO Box 2159, Orange NSW 2800

Please note applications close 5 pm Friday 28 September 2018

Application Checklist – Please ensure you have provided:

- Covering Letter
- Selection Criteria
- Resume
- 2 work related Referees