



Position Description

Position Title:	Youth Connect Caseworker
Hours per week:	38
Salary:	In accordance with the Community Connections (Vic) Ltd 2005 Enterprise Bargaining Agreement.
Tenure:	12 months (possibility of on-going after this period)
Probation:	3 Months
Reports to:	Barwon Out of Home Care Manager
Location:	Geelong
Date prepared:	August 2008
Qualifications:	<p><u>Minimum</u> – Relevant qualifications in youth work, social work, welfare studies or any other relevant qualifications in the human services field.</p> <p><u>Preferred</u> – Degree in Social work, Youth work or equivalent, together with experience in the delivery of Human Services, relating to the delivery of Accommodation and Support Programs for children and young people.</p>

POSITION SUMMARY

The program provides out of home accommodation for young people aged 12-17 years. Referrals from Child Protection form a significant part of the caseload but the program also provides out of home care for voluntary clients.

The service covers the Barwon region including City of Greater Geelong, Colac Otway Shire, Surf Coast Shire and Borough of Queenscliff. The program works with adolescents, their families and their foster care families to ensure a satisfactory reunification or, alternatively, a smooth transition to a permanent/long term placement outside the natural family or independent living.

MAJOR RESPONSIBILITIES

- To participate in receiving referrals and matching clients to carers.
- To engage clients on a regular basis and provide general ongoing support to the young people in the program.
- To be proactive, flexible and creative in addressing placement issues as they arise.

- To co-ordinate regular 'care team' meetings with the young people, carers, biological parents/family, Department of Human Services, Schools and any other relevant people.
- To assist with the development and implementation of behavioural response strategies and interventions as part of the 'care team'.
- Assessment and training of carers as required.
- To provide support to carers within a team approach to address day-to-day management issues.
- To assist carers in developing and maintaining behavioural response strategies in relation to the client that seeks to minimise clients' at-risk issues and behaviours.
- To implement specific recreational, social and vocational programs for individual clients that meet their specific needs. To resource community programs and activities for recreational and social needs of clients.
- To liaise with Departmental Child Protection workers, schools, professionals and other people (including the natural family) in relation to the client's needs.
- Undertake other duties as required.

AS A MEMBER OF THE CCVL ACP TEAM YOU WILL BE ACCOUNTABLE FOR AND PARTICIPATE IN:

- To participate in regular care team meetings, reviews and case discussions.
- To encourage strong links, participation and ongoing involvement between the clients and their families and extended networks.
- To assist the clients in developing healthy and appropriate communication skills and connections.
- To ensure client confidentiality at all times.
- To participate in regular supervision provided by the Barwon Out of Home Care Manager.
- To participate in team and agency meetings, annual reviews etc as required.
- To report any serious incidents to the co-coordinator/manager immediately and complete appropriate paper work.
- To meet statutory administrative requirements, including Looking After Children and maintaining up to date client information, including up to date Case Notes on CRISSP (Client Relationship Information System for Service Providers).
- To participate when appropriate, in regional and agency out of home care meetings, reviews etc.
- To participate in the Barwon Region On Call Roster

REPORTING RELATIONSHIPS

- This position reports directly to the Barwon Out of Home Care Manager.
- No positions report to this position

PERSON SPECIFICATION

Essential:

- Ability to work under pressure
- Excellent time management skills
- Excellent communication skills
- Ability to meet strict deadlines
- Experience within the practice of Human Services

- Excellent administration and organisational skills
- A high level of professionalism, especially the ability to maintain confidentiality

Desirable:

- Experience in a similar role in the community services sector

KEY SELECTION CRITERIA

These must be addressed in a written application.

1. Strong case management skills.
2. Well developed understanding of the out of home care and child protection systems.
3. Knowledge of child and adolescent development and risk assessment and crisis management.
4. Knowledge and understanding of attachment disorders, ADHD, mental health, welfare and other child/adolescent disabilities/diagnosis etc.
5. Knowledge and experience using computer software such as Microsoft Word, Excel, internet and email systems.
6. Self-reliance and ability to work independently within the policies and procedures of the program and of the organisation, and be responsive to the direction of management.
7. Knowledge of & ability to utilise where appropriate, youth and support services within the Barwon South-West region.
8. Demonstrated ability to work with volunteers in the Human Services sector.

ADDITIONAL REQUIREMENTS

A current Drivers' Licence is essential as some travel will be required.

The applicant will be required to substantiate formal qualifications.

The appointment is subject to a satisfactory Criminal Records Check.

The applicant will be required to have a current Working with Children's Check.

Under Victorian WorkCover legislation, it is the applicant's duty to advise Community Connections (Vic) Ltd of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.

The position may require local and interstate travel, including over night stays.

REFEREES

The names and contact details of two referees must be included with a written application.