

Youth Care UPA Permanency Support Program Caseworker Position Description

Position Title:	Case Worker
Position Status:	Permanent/Full-time/Part-time/Casual
Service:	Permanency Support Program
Location:	Far North Coast
Classification:	Category 4, Pay Point 4 – SCHADS Award
Responsible to:	Program Manager
Qualifications:	Minimum Certificate 4 in Youth Work or Degree or Diploma in Community Services, Social Sciences or equivalent
Competencies:	<p>Undertake a comprehensive assessment of the individual needs of children and young people their carers and their families taking account of lifestyle, family background, educational and/or vocational needs.</p> <p>Contributing to case plans in consultation with children and young people and their carers and assisting in the provision of appropriate services to meet the young person's needs.</p> <p>Prepare assessment reports and case plans of individuals and carers.</p> <p>Supporting children, young people, families and carers.</p> <p>Providing information and explaining policy to service users and local service providers. Developing an effective working relationship with referral agencies and service providers.</p> <p>Identifying and analysing problems, investigating options and facilitating resolutions.</p> <p>Commitment to legislation regarding Child Protection and Out-of-Home Care.</p> <p>Current Driver's license</p>
Accountabilities:	This position reports to the Program Manager and works in close partnership with all Youth Care UPA Staff and other external stakeholders. To ensure that all work practice is compliant with legislative and regulatory requirements and meets Youth Care UPA and UPA policy, procedure and reflects the organisational mission and values.

Key Responsibilities

1. Provide case management

- Jointly develop a plan with the child or young person in consultation with their family, service provider or carer, as appropriate.
- Prepare, maintain and monitor written case plans for each client.
- Participate in regular case supervision. Convene and participate in case conferences with other services as appropriate.
- Participate in the out of hours on call by being available to respond to new referrals and issues raised by clients and carers.

2. Provide information

- Provide accurate and up to date information about existing services to meet the needs identified in the individual's assessment.
- Provide assistance to the child or young person where appropriate to make contact with the relevant services.

3. Provide Identified services

- To match appropriate mentors to work with clients
- In consultation with relevant parties formulate a case plan with identified goals and strategies for implementation of goals.
- Supervision and review of mentor's performance in relation to case plan.
- Provide appropriate feedback through agreed reporting to the referrer
- Provide appropriate feedback through reporting and liaison with all relevant parties.
- Arrange for the provision of supervised access when identified as part of the case plan
- Provide appropriate feedback through agreed reporting to the Service Coordinator.

4. Provide community placement service

- Participate in the recruitment, selection and training of carers
- Ensure the provision of 24-hour support to the young person in care and the community carer.

5. Provide support service

- Ensure the provision of appropriate assistance to child or young people such as transport, support to attend interviews, coaching in life skills etc as agreed within their case plan.
- Refer child or young people to appropriate local services as agreed within their case plan.

6. Assist in the administration of the service

- Assist in ensuring that the service is accessible and available to young people.
- Maintain proper records of expenditure and income
- Actively seek feedback from service providers, carers and young people regarding the quality of service and areas for improvement
- Contribute to the development of the service plan.
- Maintain accurate records regarding hours of work.
- Undertake other duties as directed by the Service Coordinator and/or Program Manager

7. Supervision and Training

- To participate in monthly internal supervision with Service Coordinator.
- To attend relevant training as required.

8. Policies and Procedures

- To abide by Youth Care UPA Policies and Procedures.

11. Workplace Health and Safety

- Report safety hazards to the Service Coordinator
- Participate in consultation and training about WH&S
- Actively promote safe work practices in the workplace
- Ensure any concerns for clients and colleagues safety is communicated to management in a timely manner.

12. Child Protection

- Report all cases of suspected risk of harm to children and/or young people as per the Policies and Procedures.

13. Quality Improvement and Professional Development

- Participate in personal professional development to ensure practice is contemporary and consistent with sector and permanency support service standards.

Reviews

Salary in line with award

Working relationships

Internal: Youth Care UPA Staff and UPA Staff

External: Government agencies including FaCS and NSW Health, Juvenile Justice, Education and Community and NSW Police. Not for Profit Agencies, Industry Peak bodies, Birth Families, Significant Others and other relevant agencies.

In all working relationships, internal and external, MYC expects a high standard of professional and ethical behaviour and a commitment to the agency's philosophy, mission and values.