



Job Package

Expression of Interest

Case Worker – Residential & Foster Care

Inverell/Glen Innes and Armidale

Pathfinders

Pathfinders is a large community-based organisation providing Family Referral Services, Supported Accommodation and Homelessness services, Family and Youth Support services, National Aboriginal Birth Certificate program, Ability Links and Out of Home Care services. Pathfinders services are located across the Mid North Coast, New England and North West Tablelands of NSW in Armidale, Inverell, Glen Innes, Tamworth and Moree. Pathfinders' vision is that all children, young people and their families will have a home and family where they feel they belong, are free from abuse, neglect, discrimination and inequality and are able to achieve and contribute to their full potential in Australian society.

Pathways

The Pathways residential OOHC program aims to provide a homelike environment for residents, build positive coping strategies and maintain and develop links between the residents and their birth families and community. The program aims to meet high standards for health, education, vocation and social competencies amongst all residents.

Role of the Case Worker

The Case Worker is responsible for achieving the best possible outcomes for Children and Young People placed in the Pathways Program of Pathfinders, referred by and in partnership with the Department of Family & Community Services; developing, monitoring and reviewing case plans, auditing case notes and files and advising on the appropriate placement of children and young people referred to Pathways. Essentially, the caseworker is required to undertake a broad range of tasks in order to ensure the Office of the Children's Guardian OOHC Standards are met.

Essential Criteria

- Relevant vocational/tertiary qualifications and/or relevant experience in community services, children's services or family work
- Knowledge of the rights of Children and Young People and a commitment to upholding and advocating for them
- Ability to communicate and establish working relationships with children, young people, foster carers and key stakeholders
- Commitment to ethical work practices
- Excellent verbal and written communication skills
- Ability to work both independently with initiative and as part of a team
- Excellent computer literacy skills
- Willingness to adopt the Pathways program philosophy and engage in training when provided
- First Aid Certificate or willingness to obtain
- Possess a current driver's licence
- Possess a current working with children check number and Criminal History Check.

Desirable Criteria

1. Experience in working with Children and Young People in OOHC
2. Case Management experience

Enquiries

Application Enquiries –Human Resources email hr@pathfinders.ngo

Position Enquiries – Acting Senior Manager OOHC, Kylie Giles 0438 078 170 or email kylieg@pathfinders.ngo

Guide for applicants

Pathfinders observe EEO principles when selecting and recruiting staff. Positions are offered on the basis of merit, that is, the applicant considered to be the most capable of doing the job is selected.

Qualifications, experience, skills, standard of work, and personal qualities relevant to the position advertised are considered when making the decision.

How to apply

Applicants MUST follow these steps to be considered for the position.

1. Prepare a typed application which includes:
 - A statement against each of the essential and desirable selection criteria for the position, addressing each criteria, in paragraph format, giving examples to demonstrate how you meet them.
 - A current resume detailing your relevant skills and experience.
 - A photocopy of your relevant academic qualifications.
 - The names and phone numbers of two Referees (at least one referee should be a recent supervisor, if possible).
2. Please email applications to hr@pathfinders.ngo OR
3. Place application in an envelope marked "Confidential" and post to:

Human Resources Coordinator
Pathfinders
87 A Beardy Street
ARMIDALE NSW 2350

Applications must be received by **close of business Friday 13th April 2018.**

Interview

If you are selected for an interview, you will be contacted by telephone or email. If you need wheelchair access, an interpreter because you are hearing impaired, or have any other requirements, please advise so we can make appropriate arrangements.

Interviews are conducted by a selection panel.

Only questions related to the requirements of the position will be asked.

Position Description

Case Worker (Residential & Foster Care)

Inverell/Glen Innes and Armidale

Position Title:	Case Worker
Responsible to:	Residential Care Manager
Position Status:	Permanent Full time, Part time and Casual
Salary:	SCHADS Award (Grade 6) Transitional arrangements
Location:	Inverell/Glen Innes and Armidale

Travel will be an expectation for all Caseworker positions.

Purpose of position

The Case Worker is responsible for achieving the best possible outcomes for Children and Young People placed in the Pathways Program of Pathfinders, referred by and in partnership with the Department of Family & Community Services; developing, monitoring and reviewing case plans, auditing case notes and files and advising on the appropriate placement of children and young people referred to Pathways.

Reporting relationship and accountabilities

The Case Worker will:

1. Be responsible to the relevant Manager Pathways
2. Implement strategies set by the Manager to achieve the goals of the Pathways program
3. Adhere to the 'caseworker' position description and the staff code of conduct
4. Participate in the day to day operations of the agency

Specific tasks and responsibilities

The Caseworker will:

- Undertake and meet all case management responsibilities in relation to individual children allocated by the Manager.
- Chair case conferences at the direction of Manager, develop, monitor and review case plans, audit and monitor case notes and files.
- Advise on the appropriate placement of children and young people referred to the program.
- Develop policy, networks and interagency collaboration to optimise outcomes for Pathways clients.
- Maintain regular, effective contact with children, young people, residential staff and foster carers.
- Record tasks within case plans, identify responsibilities and meet the goals of case plans within the agreed time frames.
- Ensure care plans are regularly reviewed and attendance at review meetings by key persons is achieved.
- Attend all relevant meetings in relation to a child or young person, such as case conferences, reviews etc.
- Facilitate, support and supervise when necessary, contact between children and young people placed in Out of Home Care (OOHC) and their siblings, birth families and/or significant others, in accordance with Court Orders, contact plans and reviews.
- Attend regular support and supervisory meetings with the manager and complete the tasks identified at these meetings and identify personal learning needs.
- Assist with planning and implementing social events for children and young people and in the development of Pathways community based initiatives and programs.
- Undertake 'on call' duties as needed.
- Undertake all required reading and training.
- Be familiar with all relevant legislation, reportable conduct processes and complaints procedures, etc.
- Positively encourage service users and other agencies to provide feedback.
- Undertake and participate in regular evaluations of the service and take part in annual appraisals of staff performance and team planning days.

- Contribute to the development and maintenance of a positive, supportive and collaborative team environment.
- Know and adhere to all Pathfinders Policies and Procedures.
- Contribute to the Office of the Children’s Guardian’s Accreditation Procedure and File Audit Process.
- Maintain professional standards of practice contained in the Personnel, Professional Conduct Policy.
- Work within the Code of Conduct and Ethics at all times.
- Address any challenges in the workplace as they arise in accordance with Pathways OOHC Program Dispute Policy and Procedure.
- Undertake safe work practices in keeping with WH&S policy to ensure the safety and security of children, young people, staff and visitors.
- Advocate for children and young people in the service sector
- Perform other duties as directed.

PATHFINDERS - PURPOSE AND GOALS

Pathfinder's vision is that all Children, Young People and their Families have a home and family where they feel they belong, are free from abuse, neglect, discrimination and inequality and are able to achieve and contribute to their full potential in Australian society.

The challenge and vision Pathfinders has for our Families, Children and Young People is to provide them with opportunities to build strong and permanent relationships and be cared for in ways which build and expand their personal skills and life opportunities.

PATHFINDERS VISION

Thriving communities, in which all fully participate and develop freely through mutual trust and acceptance.

PATHFINDERS MISSION

To empower people to live with hope and equal opportunity to achieve their potential.

PATHFINDERS PRINCIPLES OF SERVICE

The following principles guide our provision of services to children, young people and their families:-

- Our practice will reflect the rights of children, young people and their families to social justice, economic and social equality and self-determination and to be free from discrimination on the basis of religion, gender, race, sexuality or disability
- Quality service provision on the basis of equity and need
- Community based, collaborative approaches to the provision of services
- Individualised, flexible case planning using a strengths based intervention model that ensures the safety, emotional security and connectedness of our clients
- Culturally appropriate interactions with families and children are paramount
- Participation of our clients and stakeholders in the process of service delivery and planning
- Continuous service development and quality improvement through ongoing evaluation and review

PATHFINDERS ACROSS THE NEW ENGLAND AND NORTH WEST TABLELANDS AND MID NORTH COAST

Pathfinders is now located in offices across the New England and North West Tablelands at Moree, Inverell, Glen Innes, Tamworth and Armidale and the Mid North Coast at Kempsey, Taree, Port Macquarie and Coffs Harbour.

Our services continue to grow with our organisation now supporting children, young people and their families with supported accommodation services, family support services, juvenile justice, youth work, child protection, family referral services and Out of Home Care services.

Pathfinders programs and services include:-

- Youth social, recreational and vocational programs
- Family referral services to ensure assistance gets to families and their children when they need it
- Information and referral assistance to link client with appropriate support agencies
- Refuge and supported accommodation services to young people
- Full time residential support for young people in out of home care
- Juvenile justice support services to assist young people to reintegrate into our communities
- Child protection and family referral services
- Field placement and training for local TAFE and University students seeking employment in human services
- Provision of residential out of home care services, foster care support programs and foster care programs for children and young people under the guardianship of the Minister for Community Services
- Provision of family preservation services, supervised contact, therapeutic camps/activities and after care services to vulnerable children, young people and their families