



Out of Home Care Program

Job Package

Full Time

Casework Support Worker

Pathfinders

Pathfinders' Out of Home Care Program provides a safe and nurturing environment for young people and who are in need of alternative accommodation due to being unable to live with their parents or foster carers.

The successful applicants will work with team members in developing and providing a safe, nurturing and home-like environment for Children and Young People in residence utilising the programs Circle of Courage and Sanctuary model philosophy.

Pathfinders Out of Home Care program aims to provide a therapeutic home-like environment for residents with high and complex needs, 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.

The OoHC foster care program attends to the needs of children aged 0-18 years of age. The basis of this program is assisting authorised foster carers to meet the needs of children young people in all areas of life.

The Pathfinders SIL program supports young people on the path to independent living. Support packages are developed by caseworkers to meet individual needs of clients so they can confidently navigate life after care.

Role of Casework Support

The role of a Casework Support Worker is organising daily priorities which directly support the day to day work of the caseworkers, as allocated by the direct manager, and contribute to keeping children, young people and families safe by undertaking tasks which support case planning and documentation, referrals and appointments, case visits and day to day team priorities.

The role also requires some discretionary decision making in relation to observing and reporting behaviours of children, young people and families in contact visits and other activities where risk and safety are an issue.

Essential criteria

- Diploma in community services or related field and/or minimum of 5 years relevant work experience in the social work field.
- Excellent time management, organisational and administrative skills.
- Ability to demonstrate initiative and prioritise.
- Ability to set boundaries.
- Knowledge of the OoHC system in NSW.
- Understanding of the legal process relating to child protection, restoration, guardianship and adoption.
- Understanding of the importance of teamwork.
- Excellent written and communication skills.
- Willingness to participate in continuing education through training opportunities both internally and externally.

Desirable Criteria

- Experience in working with Children and Young People in OoHC

- Casework Support experience

Conditions

This position is identified as child related employment and Prohibited persons under the Child Protection Act 2012 are not eligible to apply. The successful applicant will be required to provide a current Working with Children Check Number and a National Criminal History Check.

Applicants are also required to:

- Adopt Pathfinders program philosophy and engage in training when provided, including WHS.
- Provide First Aid Certificate or willingness to obtain.
- Provide a copy of unencumbered driver's license.
- Provide a current paid NSW Working with Children check number.
- Provide a current National Criminal History check.

Enquiries

Application Enquiries –Human Resources email hr@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, 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

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.



Out of Home Care Program

Position Description

Full Time

Casework Support Worker

Position Title:	Casework Support Worker
Responsible to:	Area Manager
Program:	OoHC
Supervises:	Nil Staff
Position Status:	Full Time 38 hours a week
Salary:	Salary package will be Grade 5 based on qualifications, skills and experience under the SCHADS Award
Location:	

Purpose of position

The primary purpose of a Casework Support Worker is organising daily priorities which directly support the day to day work of the caseworkers, as allocated by the direct manager, and contribute to keeping children, young people and families safe by undertaking tasks

which support case planning and documentation, referrals and appointments, case visits and day to day team priorities.

The role also requires some discretionary decision making in relation to observing and reporting behaviours of children, young people and families in contact visits and other activities where risk and safety are an issue.

Reporting relationship and accountabilities

Casework Support Worker will:

- Be responsible to the relevant Area Manager.
- Implement strategies set by the Manager to achieve the goals of the Pathfinders program.
- Adhere to the Casework Support position description and the staff code of conduct.
- Participate in the day to day operations of the agency.

Specific tasks and responsibilities

Casework Support Will:

- Contribute to collaborative casework, as directed by the direct manager, by maintaining timely client and casework records, including client information system records (information added to AIMS and Child Story), the coordination and delivery of court papers and appropriate information sharing.
- Coordinate logistical arrangements for meetings including case management and family meetings, case plans, cultural plans, NDIS plans, supervised visits, appointments and other activities which directly support case planning and decision making for children and young people.
- Actively participate as a team member with caseworkers and administrative staff to address team proprieties and directly support caseworkers on a daily basis as instructed by the direct manager.
- Assist with the management and support of Young People in Out of Home Care, this may include but not limited to, transport to appointments, supervision of Young people in SIL placements and maintaining case notes and documentation of these interactions.

- Working across both teams of caseworkers within all out of home care models - where completing priorities and urgent matters requires regular review and flexibility.
- Supporting the work of caseworkers and understanding the complex and challenging situations where the majority of families are disadvantaged due to history of trauma, poverty and violence.
- Balancing the completion of casework related tasks which directly support caseworkers to see more children and young people and families within all out of home care models.
- Be on call on a rotating roster.

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.

Pathfinders provides our Families, Children and Young People 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

The Pathfinders vision is to develop thriving communities in which all people can fully participate and develop freely through mutual trust and acceptance. We see this being achieved through collaborative strategies and best practices, a strong and respectful workforce, and advancing bold and progressive ideas and policies.

Pathfinders Mission

Our mission is to empower people to live with hope and equal opportunity to reach their potential. We provide hope through purpose and passion; generously sharing our expertise, knowledge and resources to make a transformative difference. We create equal opportunity by facilitating access to education, employment and safe housing; breaking down barriers that are obstacles to growth and independence.

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, 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 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 Therapeutic 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.

I acknowledge and have read and understood my responsibilities associated with this Job Description.

Employee Signature

Date