



## Out of Home Care Program

Job Package

Fulltime

Caseworker

### **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 the Caseworker**

The Caseworker is responsible for achieving the best possible outcomes for Children and Young People placed in the OoHC Program of Pathfinders. In partnership with the Department of Communities and Justice; developing, monitoring and reviewing case plans, auditing case

notes and files and advising on the appropriate placement of children and young people referred to Pathfinders. Essentially, the caseworker is required to undertake a broad range of tasks in order to ensure the Office of the Children's Guardian OoHC Child Safe Standards are met.

## Essential Criteria

- Relevant vocational/tertiary qualifications such as bachelor's degree or relevant Diploma working towards a bachelor's degree 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.

## Desirable Criteria

- Experience in working with Children and Young People in OoHC.
- Case Management 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](mailto: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](mailto: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

**Fulltime**

**Caseworker**

**Position Title:** Caseworker

**Responsible to:** Area Manager

**Program:** OoHC

**Position Status:** Fulltime

**Salary:** Salary package will be **5.3 SCHADS Award**

**Location:** Inverell

**Travel will be an expectation for all Caseworker positions.**

### Purpose of position

The Caseworker is responsible for achieving the best possible outcomes for Children and Young People placed in the OoHC Program of Pathfinders. In partnership with the Department Communities and Justice; developing, monitoring and reviewing case plans, auditing case notes and files and advising on the appropriate placement of children and young people referred to Pathfinders.

### Reporting relationship and accountabilities

The Caseworker will:

- Be responsible to the relevant Area Manager.
- Implement strategies set by the Area Manager to achieve the goals of the Pathfinders program.
- Adhere to the Caseworker position description and the staff code of conduct.
- 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 Area Manager.
- Chair case conferences at the direction of the Area 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 Pathfinders OOHC clients.
- Maintain regular, effective contact with children, young people, Youth Workers 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 within the required time frames 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 Area 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 Pathfinders 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.
- Actively participate in workload planning to ensure all casework is up to date and deadlines are met
- 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 Pathfinders 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.
- Uphold the ten essential elements of Therapeutic Care.
- Ensure Carers are supported by following the referral process to carer support team.
- Advocate and participate where possible in additional opportunities within Pathfinders such as Pumpkin Run, educational days at Tilbuster etc and encourage participation from young people.
- Perform other duties as directed.

## 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.

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

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**Employee Signature**

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**Date**