



Macarthur Family and Youth Services

Supporting children, young people and communities

to be the best they can be.

Intensive Family Preservation Child Youth and Family Caseworker

Position Description Candidate Information

POSITION TITLE: IFP / Child Youth and Family Caseworker
Changes to the position is conditional on funding and service needs.

Position Status: Full Time Permanent Role

Location: 16 King Street Campbelltown NSW 2560
There will be variable sites of work dependent on service delivery needs.

Responsible to: Director

Direct Reports: None

Pay Level: Pay Level: Social Community, Home Care and Disability Services Industry Award 2010, Level 4 paypoint 4

As a not for profit organisation, our employees are able to take advantage of:

- Salary packaging up to \$15,900 of salary tax free.
- Salary packaging up to \$2,650 meal / entertainment.
- Internal and cultural external supervision.
- Flexible work arrangement including Working from Home subject to operational needs.
- Christmas shutdown with leave.
- 6 weeks Long Service Leave at 7.5 years.
- Laptop and phone
- EAP – independent confidential counselling.
- Excellent training and professional development.
- Team building activities that include cultural and Christmas lunches, celebrating achievements and monthly awards / recognition.
- An inclusive culture of dedicated, passionate and professional team members.

Annual leave: 4-weeks per annum

Hours: 38 hours per week between the hours 8.30am and 5.30pm Monday to Friday.
On-call remunerated when worked.

JOB PURPOSE:

This position delivers services through the Intensive Family Preservation (IFP) and Child Youth and Family (CYF) mainstream program to families with children 0-17 years.

The IFP element of the role is responsible for complex support coordination of children, young people and their families from diverse communities who are often subject to entrenched disadvantage and who have come into contact with child protection. The role requires close work with child protection Department of Community Justice (DCJ) to reduce harmful experiences, as well as sustained contact with the service system.

The CYF element of the role will provide child focused outreach family support to families who have dependent children. A holistic approach is to be taken in providing a supportive role when assisting carers in improving their parenting skills and creating a safer environment for their children.

The caseworker will hold a combination of IFP and CYF mainstream families, 2 IFP families and up to 11 mainstream families depending on complexity and Team Leader approval.

The Caseworker will provide quality services to clients through case management and support, assessing the strengths and needs of the child and family, including any risks, planning, and coordination of a variety of appropriate supported services. Meet the individual child's needs while monitoring and evaluating the effectiveness of the services being delivered.

Caseworker is to undertake activities to implement the case plans for client and families including information and advice, support, advocacy, and referrals to relevant agencies or specialist services, and skills development to help the client and family achieve outcomes.

Maintain professional development in relation to identified best practices, understanding and apply reporting requirements including Mandatory Reporting and other legislative requirements.

They will ensure that all reporting and case files (paper based and electronic) are of the highest standard, and data is protected to ensure client's information is private and confidential.

The Caseworker will deliver services in accordance with organisational policies, procedures and Code of Conduct and in accordance with conditions identified in funding agreements.

Caseworker role reports to the Team Leader.

SCOPE OF ROLE:

The Caseworker will be responsible for the day to day provision of IFP and CYF.

DUTIES & KEY RESPONSIBILITIES:

The Intensive Family Preservation families will require two face to face visits each week.

Family preservation is intended to prevent children from entering out of home care and support families to stay safe at home together and this will require regular contact with DCJ.

Provide support to families and children to develop skills that will assist them to:

- Identify, manage and reduce child protection concerns
 - Improve safety by regularly sighting the child and assessing for dangers
-

- Engage, empathize and develop professional relationships with families and their children
- Work intensively with the client and family to identify goals and develop strategies to improve situation
- Regularly meet with the client and family to review goals, overcome barriers and achieve outcomes in timeframes
- Use empathetic listening and problem solving skills to identify the needs and develop suitable plans of support
- Make referrals to other supports and services to meet the needs of families and their children
- Empower the family with skills and knowledge to manage their future needs

Use group work strategies to:

- Deliver groups to families and their dependent children including information sessions
- Provide support to families that will encourage confidence and self-determination
- Keep appropriate records and collect statistics for reporting processes

Other responsibilities include:

- Carry out all administrative tasks required or as directed including e.g. case file management, data collection and data entry.
- Attend supervision and case review meetings, reporting on activities and working towards personal and professional development
- Participate in organisation planning, reviewing internal processes and policies as required
- Participate as part of the service network, developing and maintaining links with other services, government agencies and schools, in order to enhance collaboration and avoid duplication
- Other activities as directed by the Team Leader and Director

SPECIFIC FUNCTIONS

Work collaboratively with families in their own home, community centre or in group situations. Support families to achieve their goals using the following eight domains:

Economic, Family Relationships, Education and Skills, Safety, Home, Health (Physical and Mental Health), Social and Community, Empowerment.

SELECTION CRITERIA:

1. Tertiary qualifications in social work, social sciences, psychology or similar
2. Experience providing casework to vulnerable children, young people and or families
3. Demonstrate your understanding of the issues affecting families, including:
 - a. mental health
 - b. drug and alcohol and
 - c. domestic violence
4. Experience working with families with child protection concerns
5. Experience working with Aboriginal families
6. Strong interpersonal skills and demonstrated experience in developing professional and interagency relationships
7. Proven ability to maintain accurate and thorough case notes and complete reporting requirements to the highest standard
8. Competence in use of keyboard and standard PC software including excel
9. Current full drivers licence and access to a vehicle with comprehensive insurance
10. NSW Working with Children Check Clearance & Criminal Record Check

INFORMATION FOR CANDIDATES

Terms and Conditions of Employment:

Macarthur Family & Youth Services works under the **Social, Community, Home Care & Disability Services Award 2010**

The post is subject to a probationary period in accordance with relevant industrial instruments during which your performance will be reviewed. During this probationary period, either party may terminate the contract by giving the appropriate notice.

Location:

The main place of work will be at 16 King Street, Campbelltown.
There will be variable sites of work dependent on service delivery needs.

Your application will need to include:

- **Your current resume**
- **Statement against each of the Selection Criteria outlined in this Job Description**

To Apply:

To receive the information package and selection criteria please contact the administration team on: 02 4620 4667

If you have questions relating to the position please contact Jaya Kunjaboo on: 02 4620 4667

Please email your application to the Director at: veck.a@mfys.org.au

Applications close 22 July 2024

When progressing to interview you will be required to provide referees including your most recent Managers.