

Position Description

Intake Case Worker



Responsible to	The Management Committee via the Manager
Responsible for	The Intake Case Worker is responsible for the assessment, referral and case work support with a focus on women seeking counselling at the Blue Mountains Women's Health and Resource Centre (BMWHRHC).
Delegation	The Intake Case Worker reports to the Manager
Status	Permanent Part-time
Hours of work	22.5 hours per week
Award/Grade	SCHADS Award Level 5:1 at \$51.00 per hour
Exemption is claimed in accordance with the NSW Anti-Discrimination Act (1977) under Section 31 (2) (h) of the Act.	

Position Summary

To provide an assessment, referral and case work support for women seeking assistance from BMWHRHC, with focus on those requesting counselling services. The Intake Case Worker will liaise with other staff and provide client follow-up as required. Develop and utilise knowledge of local referral networks that exist in the Blue Mountains LGA.

Part A: Job responsibilities for all BMWHRHC staff

1. To be familiar with and work in agreement with all Blue Mountains Women's Health & Resource Centre policies, procedures and philosophy.
2. To be committed to an inclusive health centre model that prioritises the target populations identified in the attached document labelled, 'Priority Populations'.
3. To be punctual in keeping to the agreed work hours and to be prepared to work additional hours as may be required from time to time
4. To give notice as soon as possible to the BMWHC Manager if unable to work as scheduled.
5. To complete and participate in annual work appraisals.
6. To provide any required written and verbal reporting.
7. To maintain and update skills and knowledge in your area of expertise and women's health issues in general.
8. To report any suggestions, concerns, ideas or complaints to the Manager.
9. To organise, attend and participate in staff meetings, planning, training, and review days as scheduled.
10. To contribute to discussion about issues affecting women using the Centre by producing reports about trends in presenting issues and use of modalities as and when required by the Client Services Coordinator and/or the Manager.
11. To contribute to Centre culture and organisational development, including participating in policy development and team building activities.
12. To provide or contribute to groups, outreach services (Lithgow and Lower Blue Mountains) and or health education programs for women in the community as negotiated with the Manager.
13. To liaise with and work in partnership with other community agencies.
14. To keep accurate records and/or statistics of client service (individuals and programs).
15. To maintain quality assurance standards.
16. To liaise with other health professionals and, where appropriate, advocate for the provision of programs and services that address women's health needs.
17. To attend allocated de-briefing, professional and clinical supervision as directed by the Manager
18. To supervise students on placement, in negotiation with the Manager.

Part B: Specific Position Responsibilities

Duties to include, but not limited to:

1. To provide an intake and assessment for women seeking counselling and other support at BMWHRHC, with Priority Populations given precedence.
2. To provide case work and support where required, including linking women with more appropriate services or specialist providers.

3. Provide appropriate referrals to external services and agencies.
4. Provide referrals to socially isolated women to BMWHRC groups and activities, and other community organisations.
5. To assist in organising and co-facilitation of Centre groups and workshops, and any other centre activities as discussed and negotiated.
6. To record all occasions of service and client details on the Centre's client data base.
7. Familiarise self with the service network and other community activities in the Blue Mountains with particular attention to the wide range of services that women may need to access.
8. Undertake regular evaluation of intake and group activities.
9. To undertake other activities in accordance with the Centre's priorities.
10. To attend professional supervision in accordance with service policy.

SELECTION CRITERIA

Essential Criteria

Demonstrated skills in the following:

1. Relevant tertiary level qualifications – in counselling, social work or similar relevant degree.
2. A minimum of 2 years' experience in working with women in a therapeutic relationship.
3. Experience in assessment and referral processes.
4. Experience in case work management and support.
5. Knowledge of issues including domestic violence, sexual assault, child protection, intersectional feminism, and issues impacting Priority Populations, and how they impact on women's and children's health.
6. Experience in the delivery of trauma informed care.
7. Experience in contributing to individual and systemic advocacy relating to key issues impacting women's mental health and well-being.
8. Experience in record keeping and documentation skills.
9. Ability and preparedness to work self-directed as well as part of a team.
10. Commitment to work within the philosophy of the BMWHRC women's health centre (i.e., recognition of women's right to self-determination, diversity and inclusivity).

Other essential criteria:

11. Ability to successfully complete the Working with Children Check.
12. Provision and clearance of a National Criminal Police Check.
13. Provide evidence of your vaccination status.
14. A driver's licence and access to a comprehensively insured vehicle.

Being female is considered a genuine occupational requirement of this position.

Exemption is claimed in accordance with the NSW Anti-Discrimination Act (1977) under Section 31 (2) (h) of the Act.

Desirable Criteria

- Experience working with young women.
- Experience and/or training in drug and alcohol and mental health.
- Experience in group planning and facilitation.
- Experience with working with women of different cultural backgrounds, ages, sexualities, and indigenous women.

Blue Mountains Women's Health and Resource Centre encourages applications from First Nations or CALD women.

I have read and understood the contents of this Contract of Employment and Job Description.

In signing this contract, I agree to be bound by the terms and conditions contained within and abide by the duties as specified in the Job Description

Signature of Employee: _____

Date: _____

Signature of Employer: _____

Date: _____