

Job and Person Specifications



Aboriginal Family Support Services
Together with the community

Case Manager **Stronger Families Intensive Family Services** **Coober Pedy** **Salary Range \$93,880- \$98,128 | Full time**

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Aboriginal Family Support Services (AFSS) has been serving South Australian Aboriginal communities for over 40 years. We are passionate and committed to working with families and community to keep children safe in family, culture.

The Intensive Family Service

Walks alongside families who are facing complex challenges that are placing them at risk of entering the Child Protection system. We provide intensive, in home case management support to assist families to create plans and develop new ways of managing to allow them to keep their kids safe.

As a Case Manager you will

Be based in Coober Pedy and reporting to the Senior Manager, Therapeutic Services, this role involves intensive home based case work, working in a strengths based way, with families who are facing a range of challenges that place them at risk of entering the Child Protection system. This challenging but rewarding role will see you working with families in crisis and helping them find their own solutions to safety and improved wellbeing. Therapeutic, assertive and family focused casework is used to support families to address child protection concerns so children can remain safely in their care. Where funding allows you may also supervise and lead a small team of Case Workers.

What you need

- Extensive prior experience in family support and complex case management
- Experience supervising and leading small teams.
- A Minimum Certificate IV in Child, Youth & Family Intervention (or similar, as required by our funding contracts).
- A South Australian Working with Children Check (WWCC)
- An NDIS Employment Clearance
- A Safe Environments for Children and Young People – Through their eyes Certificate
- A current Australian Drivers License
- Eligibility to work in Australia
- Evidence of COVID double vaccination plus booster, or a valid Medical Exemption

Don't have a WWCC & NDISWC? You can apply on-line at www.sa.gov.au/screening

Ideally You Will Also Have

- Qualifications in Social Work, Social Sciences or Community Services or similar

Working in a not for profit agency you can salary sacrifice to increase your take home pay.

If this sounds like you scroll down to view the Job & Person Specification

Then tell us in a 2 page cover letter (addressing the KRA's found in the J&P) why you are a good fit for this job and send this with your resume to recruitment@afss.com.au

For more information please call Andrew Peacock on 0484 928 723 (Mon to Fri 9am – 5pm)

Applications close 9am Friday, 1 December 2023

Please note: Previous Applicants need not apply. We look forward to receiving your application, however if you do not provide a 2 page cover letter address your skills and experience against the Job and Person Specification we are unlikely to consider your application. AFSS reserves the right to commence interviews prior to closing date, and may fill the role if a suitable candidate is identified.



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Job Title: **Case Worker – Stronger Families Program**

Employee Name:

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| <p>Program Overview</p> | <p>Aboriginal Family Support Services Stronger Families Program is committed to either keeping children safely at home with their families or, if they have been removed, to have them returned to their family's safe care. We are committed to empower families to cope with the challenges they are facing. We seek to preserve and strengthen family relationships to ensure children and young people live in safe, secure and stable homes. There are 3 services within Stronger Families – Together with Family Service, Intensive Family Service and Reunification Service.</p> |
| <p>Position Objective</p> | <p>Stronger Families Case Worker, under the direction of the Case Manager, will engage with families to provide support to allow families to build skills and capacity to allow them to keep children safely in their care and remain out of the child protection. This position works alongside families to create plans, build skills and resilience and connect with community and services to build a strong network of supports.</p> <p>In cases where children have been removed and brought into the Child Protection system, the Case Worker will support families to identify and address challenges they are facing that brought them into the Child Protection system and build their capacity. The Case Workers address barriers that are preventing them from providing adequate care for their children.</p> <p>The level of intensity of support will depend on which program the family is working with.</p> <p>In the case of Reunification the Case Worker will work alongside DCP as a key part of the care team and support families at Reunification court as required.</p> <p>Across these 3 services we support families with a range of complex issues such as Loss and Grief, transgenerational trauma, Alcohol and other Drug concerns, Family and Domestic Violence issues, Housing stability, Physical and Mental Health issues, Parenting concerns, school attendance and other factors, which may result in Child Protection involvement.</p> |
| <p>Reporting Relationships</p> | <p>The Case Worker reports to the Case Manager, who in turn reports to the Senior Manager, Therapeutic Services. The program works closely with the Department of Human Services and Department for Child Protection (DCP).</p> |
| <p>Funding</p> | <p>Department of Human Services.</p> |
| <p>Award & Salary</p> | <p>Social, Community, Home Care and Disability Services Industry Award 2010 - Salary Range: Level 4</p> |
| <p>The Job</p> | <p>Job Specification</p> |
| <p>Key Result Areas</p> | <p>The Key Result Areas outline the expectations of the employee. They align with the requirements of the Stronger Families Funding Agreement the Department of Human Services, Department of Child Protection, with AFSS</p> |



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| | <p>Strategic and Operational Plans and AFSS Policies and Procedures. The employee will be required to participate in regular supervision against each of the Key Result Areas as detailed below. This is not an exhaustive list and there may be changes or additional tasks required in response to changing program needs. Employees are required to follow all reasonable directions from their manager.</p> |
| <p><u>Key Result Area 1</u> Cultural Awareness and Safety</p> | <ul style="list-style-type: none"> - Relate positively and respectfully to Aboriginal people and communities, be open to listen and learn, show humility and be non-judgemental and sensitive to individual and community needs. - Provide Culturally Responsive service and interventions to Aboriginal children and families. - Advocate for the consistent consideration, and application of the Aboriginal and Torres Strait Islander Child Placement Principle. |
| <p><u>Key Result Area 2</u> Understanding and Application of Theory</p> | <ul style="list-style-type: none"> - Assist families to identify, acknowledge and address child protection concerns using a strengths and risks-based, family-centred and culturally-responsive practice approach. - Achieve outcomes with families that results in sustained change. - Understand and implement a range of applicable theories in guiding the engagement process, assessment, goal setting, interventions and review of progress in working with individual clients, families and communities. - Integrate new theory/models into practice in line with best practice. |
| <p><u>Key Result Area 3</u> Relationship skills</p> | <ul style="list-style-type: none"> - Engage with families by being empathic and building rapport; to assist the family to be motivated to change; and to build and maintain a therapeutic relationship during the course of intervention. - Build, negotiate and maintain relationships in a collaborative, cooperative and client-centred manner; to negotiate and manage conflict; and to work with and become part of an extended team. - Demonstrate accountability to all stakeholders by being honest and transparent and applying skills of reflection, analysis, clear communication, having a clear sense of purpose, paying attention to detail, and acting in a timely manner. - Working with families in their homes, other community settings and supporting clients to access a range of services is required by this role. Work outside of standard hours may be required to meet the needs of families. |
| <p><u>Key Result Area 4</u> Administration and Transparency</p> | <p>Actively manage the completion of administrative tasks including data reporting and the use of AFSS processes and tools to manage workloads and priorities:</p> <ul style="list-style-type: none"> - Submitting high quality reports that are factual, clear and concise and adequately respond to the information required by the funding body - Ensuring that all client contact and engagement is appropriately documented and recorded on AFSS data collection systems – CRM and R2D2 (and other data systems as required by AFSS policy). |



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| | <ul style="list-style-type: none"> - Making use of the appropriate time keeping processes at AFSS including the Attendance System and the use of Outlook Calendar to record daily movements, meetings and other work related commitments - Ensuring that Application for Leave forms and supporting documentation (Medical Certificates or Statutory Declarations) are lodged within appropriate timeframes. |
| <p><u>Key Result Area 5</u></p> <p>Service Excellence and Continuous Improvement</p> | <p>Maintain and model an ongoing commitment to continuous improvement in the provision of services to internal and external customers by:</p> <ul style="list-style-type: none"> - actively demonstrating a commitment to Service Excellence across AFSS - demonstrated ability to function autonomously when required as well as a strong focus on teamwork - abiding by AFSS policies and procedures, and Strategic and Operational Plans - participating in continual improvement processes across all levels of AFSS - act as an ambassador for AFSS during all interactions with clients, communities, partner agencies and services. |
| The Person | Person Specification |
| Qualifications | <p>Relevant qualifications in Human Services (such as Social Work or Social Science). Significant experience in a similar role will be considered.</p> <p>Minimum qualifications as required by DCP service agreement, or willingness to complete within first 12 months.</p> <p>Training in specific therapeutic approaches such as Solution Focussed Therapy, Family Therapy or Narrative Therapy will be highly regarded.</p> |
| Experience | <p>Experience in working with Aboriginal families, particularly in a family support or therapeutic context</p> <p>Experience working with families who have experienced or are experiencing acute or chronic disadvantage and/or trauma and loss</p> <p>Experience working as a practitioner in Human Service Programmes such as those provided by AFSS</p> <p>Experience in working with families experiencing a range of difficulties</p> <p>Experience working with families involved in the Child Protection System</p> |
| Skills | <p>Demonstrated high-level organisational skills, communication skills, writing skills and an ability to positively interact with AFSS staff, clients, sector representatives and community.</p> <p>Computer literacy with the Microsoft Office suite of products.</p> |
| Knowledge | <p>A sound understanding of the issues facing Aboriginal families which have impacted on individual, family and community wellbeing and which led them to be involved with the child protection system.</p> <p>Understanding the primary importance of the spiritual and cultural connection Aboriginal people have with their country, family and community and the importance of Cultural Safety.</p> |



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| | <p>A significant knowledge base in the areas relevant to child protection, including the impact of abuse and neglect; attachment and bonding; healing trauma, grief and loss; child and adolescent development; parenting and life skills development; and behaviour management strategies.</p> <p>Knowledge of the Child and Young Person (safety) Act 2017, the role of DCP and of the Aboriginal and Torres Strait Islander Child Placement Principle.</p> <p>Demonstrated understanding of Discrimination and Equal Opportunity issues as they relate to service delivery for Aboriginal people.</p> |
| WHS | <p>AFSS is committed to WHS across all activities and program areas and all employees are required to actively participate in WHS policies, practices and procedures.</p> |
| Travel | <p>Intrastate and interstate travel involving overnight absences may be required in some roles. Include the requirement to fly on smaller planes and drive extensively in the metro and regional areas.</p> |
| Licences & Screening | <p>All AFSS positions require employees to hold and maintain a current South Australian Driver's Licence, A Safe Environments for Children and Young People Certificate and a Working With Children Check (formerly a Child Related Employment Screening) and an NDIS Employment Clearance.</p> <p>All staff are required to have a valid COVID-19 vaccination certificate or a valid medical exemption certificate.</p> <p>All staff must be fit to undertake the tasks of their role and be able to maintain this throughout their employment. Staff are required to report any condition, physical or psychological, or medication that impact their capacity to safely fulfil their role.</p> |

Signatories

Employee's signature

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Employee's name

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Date/...../.....

Employer's signature (Chief Executive)

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Employer's name

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Date/...../.....